



Project Street Outreach (PSO), Inc.

Secretary Job Description

PSO, Inc. is a grassroots, non-profit organization that services veterans and active-duty service members and their immediate family members in crisis. The goal is to eradicate homelessness and hunger in America, one city at a time, especially among our veterans by keeping our boots on the ground.

This position is **non-paying** and serves on the Board of Directors. The Secretary must be committed, loyal, and dedicated to the organization – mission and vision. The duties are crucial to the smooth functioning of the organization and the members on the Board of Directors.

Duties:

Some duties of the Secretary but not limited to:

- Give proper notice of date and time of monthly meetings to all Board of Directors and subcommittee members within the timeframe indicated in the by-laws.
- Attend all board meetings, including all Executive Board meetings called by the Executive Director and/or President.
- Serves as the non-profit custodian of records by safeguarding the organization's records while still ensuring the records are easily accessible to the Board of Directors when requested.
- Maintain up-to-date copies of all non-profit documents including by-laws, articles of corporation and IRS and SC Secretary of State correspondences.
- Review board minutes and organizational documents for accuracy and ensuring timely dissemination and approval by the Executive Director.
- Ensure legal requirements, such as annual filing deadlines relevant to the organization are met.