



**BOARD POSITION:  
BOARD SECRETARY**

The Officers of the Board of Directors of the Georgia Chess Association (GCA) organization shall have the authority and shall carry out the responsibilities vested in the position as specified by the Board President, Officers, bylaws as well as state and federal laws.

**Description:**

The Secretary is responsible for the Board's records and shall:

- 1) ensure the safety and accuracy of all Board records for the following purposes:
  - An accurate remembrance of the decisions made at the meeting.
  - An accurate recording of the voting as well as noting eligibility to vote.
  - To ensure the policy and practices follow a continuous path.
  - To ensure that all Board Members and officers are accountable.
- 2) ensure effective management of organizations records.
- 3) ensure the accessibility of all records.
- 4) complete and review all Board minutes.
- 4) provide notices of meetings of the Board and/or of Board Committees (as needed).
- 5) any other duties as required.
- 6) will serve a two (2) year term and is an officer of the Board.

**Specific Duties:**

The Secretary will be expected to perform the following duties:

- 1) Keep and share a record of all contact information of all Board Members.
- 2) Create an electronic method of communication with all Board Members (this can be via email, a list serve such as a Yahoo Group or Constant Contact or Mail Chimp, etc.).
- 3) Ensure the distribution (in writing) of the agenda prior to meetings to all Board Members. To do this, the Secretary will take the following steps:
  - a. The Secretary will distribute the agenda document(s) to all Board Members and Board Committee Chairs/Leaders prior to each Board meeting requesting their input, feedback and updates regarding their agenda items and/or Board Committees.
  - b. The Board Secretary will then collect such information and update the agenda.
  - c. The Board Secretary will then forward the updated agenda to the President for

- approval.
- d. The President will give the Board Secretary approval of the agenda 10 days prior to the scheduled Board Meeting for the Secretary to distribute.
  - e. The Board Secretary will distribute the approved agenda to all Board Members 10 days prior to the scheduled Board Meeting.
- 4) Record minutes from all Board meetings to include the following:
    - Date, time and location of the meeting.
    - List of attendees.
    - Copy of the agenda/items discussed.
    - List of reports presented.
    - Recording of motions presented and description of their outcomes (i.e. Results of any votes from the Board).
  - 5) Approve and sign final copy of minutes.
  - 6) Distribute (in writing) a copy of the minutes to all Board Members within 10 business days of the meeting.
  - 7) Secure the venue of all Board Meeting locations as well as notify attendees of location and any special directions/instructions that they will need to know to get there.
  - 8) Ensure that all technology for remote attendees at Board Meetings is ready and working.

**Skills/Knowledge:**

- 1) Demonstrated activities and commitments to the mission of the organization.
- 2) Experience working in a team.
- 3) Knowledge of Board expectations.
- 4) Previous Board experience is a plus.
- 5) Is familiar with or willing to research legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

**Board Member Expectations:**

All Board Members are expected abide by the following:

- 1) Abide by the Bylaws and Constitution of the organization;
- 2) Make an annual financial contribution as per below (please check the box that applies):
  - a. \$25-150 Enter specific amount of contribution: \_\_\_\_\_
  - b. Other agreed upon contribution: \_\_\_\_\_
- 3) Attend (this includes virtual attendance via video conference), and be fully prepared for, all meetings of the Board, including special meetings, unless excused due to last minute extenuating circumstances;
- 4) Attend at least 90% of Board of Directors meetings;
- 5) Participate in at least one (1) Committee or Task Force (Vice Presidents will participate in at least two (2) Committees or Task Forces);
- 6) Attend at least 90% of Board of Directors Committee/Task Force meetings (in addition to the Board of Directors meetings);

- 7) Participate in other events and in fundraising efforts as often as possible;
- 8) Read a Board Orientation document that reviews roles and responsibilities of a board member:
  - a. Board of Trustees Roles and Responsibilities,
  - b. Nonprofit Organizational Governance (Board) vs. Management (ED or CEO),
  - c. Fiduciary Responsibility of Boards (Duty of Care, Duty of Loyalty and Duty of Obedience)
  - d. Various policy and procedures
- 9) Avoid any conflict of interest or appearance of a conflict of interest;
- 10) Maintain the confidentiality of special information regarding the organization;
- 11) Preserve the privacy of all organization's members' information that is learned and obtained;
- 12) At no time knowingly falsify information or share false information pertaining to the organization with any outside parties;
- 13) Participate in short and long range planning activities;
- 14) Ensure effective fiscal controls and accountability for the organization;
- 15) Approve the annual budget;
- 16) Ensure that the organization meets all legal and corporate requirements;
- 17) Maintain communication with other Board members throughout the year as needed.

**Election and Term of Office:**

The Board Secretary of the organization shall be elected for a term of two (2) years.

The Board will appoint Interim roles until such terms can be fully met by the Board members.

Each officer shall hold office until an officer's successor is elected and qualified, or until the person cannot fulfill the role any longer.

**Removal of an Officer:**

Any officer whether executive or appointed may be suspended or removed without cause by the affirmative vote of a majority of the Board entitled to vote at any special meeting called for such purpose or at any regular meeting.

**Resignation:**

An officer may resign by delivering his or her written resignation to the Board President, 1<sup>st</sup> Vice President or 2<sup>nd</sup> Vice President, or at a meeting of the officers of the Board. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.