



Autism Society of Colorado

Secretary of the Board of Directors (Volunteer)

Job Description

The Board Secretary of the Autism Society of Colorado is a volunteer position held for a one-year term and this term may be extended for up to three total one-year terms.

The Board Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements and enable authorized persons to determine when, how, and by whom the Board's business was conducted. Through the Board of directors, specific duties of the Secretary may be delegated to the Executive Director, Board members and or committees as appropriate; however, the accountability for them remains with the Secretary.

Specifically, the Board Secretary:

1. Plays a key leadership role in the operation of the organization.
- Demonstrates a personal commitment to the mission, vision, goals and programs of the organization.
- Takes responsibility for recording the minutes of Board meetings, which includes:
 - Ensuring that accurate minutes are distributed to members after each meeting to be reviewed and approved at the next meeting.
 - Meeting minutes should include at a minimum: date, time, location of the meeting; list of those present and absent; list of items discussed; list of reports presented; text of motions presented and description of their disposition.
 - Minutes shall have enough information to help absent Board members understand what issues were discussed and what decisions were made. In certain circumstances, minutes should include a summary of the discussion, the rationale for the decision, names of those participating in the discussion, and note any declared conflicts of interest.
 - The Secretary presents the minutes for the meeting at the following meeting for approval and ensures a copy of the final approved version is maintained with the organization's records.

- I. Plays a key leadership role in the operation of the organization (continued)
- Ensures that the organization's records are maintained as required and made available when required by authorized persons.
 - These records may include founding documents (e.g., articles of incorporation), lists of directors, Board and committee meeting minutes, financial reports, and other official records.
 - Is sufficiently familiar with legal documents (by-laws, IRS letters, etc.) to note applicability during meetings.
 - May be designated by the Board and or by-laws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign documents on behalf of the organization.
 - Perform other duties prescribed by the Board and or the President.

Requirements:

To be the Board Secretary, an individual must have demonstrated excellent organizational skills and served at least six months on the ASC Board (unless the Board by unanimous vote agrees to waive this last requirement).