

Board Secretary Beautiful Butterflies Transitioning, Inc



Beautiful Butterflies Transitioning, Inc.

JOB TITLE: Board Secretary
DEPARTMENT: Board of Directors
EXECUTIVE DIRECTOR Tammie Polk

Beautiful Butterflies Transitioning, Inc. is a 501c3 nonprofit whose vision is to see women partake in healthy relationships where violence no longer exists.

GENERAL JOB DESCRIPTION

The Secretary, or his/her designee, shall be the custodian of all records and documents of the Corporation, which are required to be kept at the principal office of the Corporation, and shall act as secretary at all meetings of the Board of Directors, and shall keep the minutes of all such meetings on file in hard copy or electronic format.

MAJOR DUTIES AND RESPONSIBILITIES

This position is a volunteer role and will serve as a termed position based on the bylaws. The Secretary, or his/her designee, shall be the custodian of all records and documents of the Corporation, which are required to be kept at the principal office of the Corporation, and shall act as secretary at all meetings of the Board of Directors, and shall keep the minutes of all such meetings on file in hard copy or electronic format. The Secretary shall provide each Board Member and CEO with the minutes of all meetings within 3 business days. The Secretary shall attend to the giving and serving of all notices of the Corporation and shall see that the seal of the Corporation, if any, is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these bylaws. Maintain up-to-date copies of all corporate documents including bylaws, articles of incorporation, and IRS correspondence.

MINOR DUTIES AND RESPONSIBILITIES

Attend all board meetings inclusive of executive committee meetings.

QUALIFICATIONS FOR THE JOB

Education:

N/A

Experience:

Prefer prior experience with working on a Board of Directors.

KEY COMPETENCIES

Computer skills

Self starter

Accountable

Signature Approved By:

Tammie Polk, Executive Director

Date Approved:

February 15, 2023

Date Last Reviewed:

Last Reviewed By:



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