girl scouts of eastern missouri

ROLE DESCRIPTION

Title: **Secretary, Board of Directors**

Purpose of the position: Participates, as an officer of the Board of Directors, in managing the corporate business and affairs of the Council.

Accountability: Elected by and responsible to the Members of the Representative Assembly; for governing the affairs of the Council; the Board of Directors of Girl Scouts of the USA (GSUSA) for compliance with charter requirements; the state of Missouri for adhering to state corporate law, and the federal government in matters relating to legislation.

Staff/ Department: Governance

Terms of appointment: Two years; may serve two consecutive terms. Term of office begins at the close of the Annual Meeting at which election is recorded.

Time Commitment:
- Attendance at 5 Boards Meetings and 1 Board Workshop annually
- Attendance at Executive Committee meetings as called

Responsibilities as Member, Board of Directors:
- Carries out its major responsibilities through strategic leadership and direction, stewardship of Girl Scouting and oversight of the corporation
- Determines the vision of Girl Scouting and ensures that appropriate resources exist to carry out strategic priorities
- Monitors and evaluates the organization's performance
- Ensures that fiscal and human resources exist to carry out the work of the Council
- Works in collaboration with the Board Chair and Board Development Chair to assess and evaluate Board performance
- Establishes policies necessary for the development and advancement of Girl Scouting in the Council's jurisdiction
- Selects, appoints and evaluates the performance or release of the Chief Executive Officer
- Provides strategic leadership to ensure the future of Girl Scouting
- Conducts an Annual Organizational Performance Appraisal to monitor the achievement of strategic priorities
- Ensures an effective democratic process that maintains channels of communication between registered members and the Board of Directors
- Ensures that the Council is positioned in the community to achieve the maximum benefit for all girls
- Supports the Council's Fund Development Goals actively by making a meaningful personal financial contribution to the Council and by participating in other fund raising activities as a volunteer and/or a donor
- Makes the Girl Scout program available to all girls who want to belong and maintains the highest standards in the program offered

Responsibilities as Secretary, Board of Directors:
- Issues notices for all meetings of the Representative Assembly, Board of Directors, and the Executive Committee and sees that minutes of such meetings are kept
- Is responsible for the custody of the corporate books, records and files
- Exercises the power and performs such other duties usually incident to the office of the Secretary
- Supports the Council's Fund Development goals actively by making a meaningful personal financial contribution to the Council and by participating in other fund raising activities as a volunteer and/or a donor

- Is a member of the Executive Committee
- Exercises such other powers and performs such other duties as may be assigned by the Board Chair or the Board of Directors

Requirements of the position:

- Meets membership requirements
- Understands and accepts the Council's philosophy and position on organizational diversity
- Understands and accepts the Board's obligation to abide by the policies of GSUSA
- Attends and participates in Board and Executive Meetings
- Understands the necessity for, and keeps the confidentiality of, the Board's work until such time as it is released for public information
- Abstains from any actions that might lead to a conflict of interest

Knowledge and skills required:

- Familiarity with the Council's bylaws
- Familiarity with the Council's jurisdiction and resources
- Knowledge of the Girl Scout program or willingness to learn
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available GSUSA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Roberts Rule of Order
- Board Orientation