



## **ECHO – East County Historical Organization**

### **Position Title – Secretary**

Regular Term – Two years  
Reports to – Board Chair

ECHO's Bylaws provide: *(subject to updates)*

Article V, Section 4. Officers and Their Duties - The Secretary shall keep the minutes of the meetings of the Board. The Secretary shall give and serve all notices of the Corporation, attend to correspondence assigned by the President or Board.

#### **Role:**

This position plays a critical role in fostering communication and diligence through proper management and utilization of important records, such as meeting minutes and the organization's bylaws.

#### **Requirements:**

1. Review, understand, and commit to the Member at Large position description.
2. Seeks leadership experience within a non-profit board.
3. Personal commitment to devote the time necessary to perform the responsibilities of the Secretary, and familiar with the duties of all officers.
4. Understands ECHO bylaws, policies, and meeting procedures.
5. Understands minute processing, procedures, and record keeping using computers.

#### **Responsibilities:**

1. Attend board meetings, and serve on the executive committee.
2. Ensure the safety, accuracy, and preservation of all board records, plus meet any legal requirements, such as annual filing deadlines.
3. Provide timely notice of board meetings and material distribution (agendas, minutes, etc.) This may include committee meetings/materials, as needed and/or requested by the President or Executive Director.
4. Records, transcribes, edits, reviews, and signs board meeting minutes. This may also include committee meetings, as needed and/or requested by the President or Executive Director.



5. Assume responsibilities of the chair in the absence of the President and Vice President.
6. Performs other responsibilities as assigned by the Board.

**Additional Time Commitment:** (approximate)

- Transcribe, edit, and review of meeting minutes (1-3 hours per month)
- Meeting announcements and planning (1 hour per month)
- Audit planning, oversight, and presentation prep (4-5 hours per year)
- Miscellaneous phone calls and video chats to discuss agendas, administration topics, and meeting management (1-2 hours per month)
- Other planning and management tasks (as needed)

*Note: This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Secretary, but it is not necessarily the Secretary who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.*