



BOARD SECRETARY FRAMEWORK

Reports to: The Board President

Term of Office: Two years

General Responsibilities

The Secretary provides direction for the keeping of legal documents including minutes of all meetings of the board of the school. The protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws and other procedural requirements are followed legally and ethically.

Specific Responsibilities

1. Provides notice of board meetings to all board members, including logistics.
2. Distributes board materials to board members as directed by the Board President.
3. Maintains the by-laws of the organization.
4. Maintains book of minutes of all meetings of the Board of Directors. Minutes shall record time and place of meeting, the names of those present or represented at the meeting and the proceedings thereof.
5. Presents minutes of all meetings for approval by the Board.
6. Updates TKG organizational history timeline
7. Ensures that all notices are duly given in accordance with the provisions of the by-laws or as required by law.
8. Supports new board member recruitment and orientation process.
9. Facilitates board meetings in the absence of the President and Vice President.
10. Recognizes his or her responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.

Qualifications

1. Commitment to and energy to support the school and its values; an understanding of mission and goals, and the distinctions between governance and management.
2. An understanding of, or willingness to learn, the required record keeping and the laws in Redondo Beach and California.
3. A value for group process, conflict resolution, and equity.
4. An ability and willingness to support, encourage and develop school leadership.
5. A sense of joy and wonder for seeing things from a different perspective.

Guiding Framework

1. Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
2. Is valued by fellow board members and TKG staff and faculty.
3. Community members see board member as being accessible, fair, constructive, and representative of the interests of the broader school community.