

**Rocky Mountain Cable Association
Board of Directors
Secretary Description**

DESCRIPTION

The Secretary is a board officer position that ensures all rules and bylaws of the organization are adhered to by the board during meetings and the implementation of board decisions. The secretary is also in charge of all of the records and documentation for the organization.

All Board positions are a 2-year commitment. Includes monthly board meetings, monthly officer meetings, and an estimated 0-4 hours per week for the responsibilities below. Board members are expected to participate in events whenever possible (approximately 1-2 times per month).

Board members are expected to have career experience in the Media + Technology sectors. The Secretary should have proficient computer skills, including Microsoft Office, strong verbal and written communication skills, and high degree of attention to detail.

KEY RESPONSIBILITIES

- Record, distribute, and maintain files of detailed Meeting Agendas and Meeting Minutes from all board meetings. This includes documenting attendance, major decisions, voting, status updates and other relevant data.
- Ensures all rules and bylaws of the organization are adhered to by the board during meetings and in the implementation of board decisions (ex. quorum, adequate number of meetings per year, etc).
- Reports on accountability of board members, ensuring fulfillment of appointed duties.
- Gather event recaps, photos and videos, and organize them in cloud storage in a timely manner.
- Schedule meetings, appointments and reservations and meeting technologies as needed.
- Develop, distribute and update annual board calendar.
- Organize and maintain files and databases in a confidential manner in collaboration with Operations Manager.
- Assist Operations team in providing board members access to organizational records, photos, videos and cloud storage as needed.
- Periodically review cloud storage options for organizational records.
- At the end of term, Secretary will help in the search for and select a successor and provide training for that individual.
- Other duties as needed.