

DOGPAW
Board Member – Board Secretary
Job Description

Role Summary:

The Secretary shall be responsible for keeping records of Board actions and ensuring compliance with state corporate reporting requirements.

Dedicate at least three hours per week to DOGPAW role. Specifically commit to a three-hour board meeting once a month and a majority of any public meetings.

Specific duties of the Board Secretary:

- Record minutes at all board meetings.
- In cooperation with the board chair create meeting agendas.
- Send out meeting agendas and notices of changes in meeting times and locations via email one week in advance.
- Distribute copies of minutes to each Board member and upload approved minutes to the organization's shared file for the permanent record.
- Ensure that all forms required to be filed with the State of Washington are filed on time (Annual Corporate Report due 10/31 and Charity Organization Renewal due 11/30).
- Receive annual reports by the end of March of each year.
- Keep copies of contracts current on the organization's shared files.
- Maintain copies of all corporate records, including bylaws, 990s, annual reports, etc.
- Disseminate reports and information to the webmaster for inclusion on the website and/or social media sources and links.

General Board of Director Expectations:

- Support the mission statement of DOGPAW.
- Actively engage and recruit volunteers to participate in DOGPAW.
- Work as a part of a cohesive team with common goals.
- Share skills and expertise.
- Respect and support the majority decisions of the Board.
- Volunteer and assist in DOGPAW's volunteer engagement programs and activities, including fundraising efforts.
- Participate actively in Board meetings, actions, fundraisers and public events.
- Have no more than three (3) consecutive unexcused absences from board meetings.
- Represent all those whom this organization serves and not a particular park, geographic area, or interest group. Remain aware of the activities that are planned and make yourself available to participate.
- Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.
- Do your best to ensure that DOGPAW is well-maintained, financially secure, growing and always operating in the best interest of the community.

General Board of Director Rules:

- There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.
- There will be no use of the organization for personal advantage or that of friends or relatives.
- There will be no discussion of the confidential proceedings of the Board outside the Board room.