

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 5 hours per week to DOGPAW role.

Specific duties of the Board Secretary

- Record of minutes at all board meetings
- Work with Board Chair to create meeting agendas
- Send out meeting agendas and notices of changes in meeting times and locations via email at least a week in advance, if possible
- Distribute copies of minutes to each Board member and uploading these to the shared files so that the organization has a 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)
- Ensure that Annual Reports to members are posted on time (by the end of March of each year).
- Keep all copies of contracts current on the Organization's shared files
- Maintain copies of all corporate records, including By Laws, 990s, annual reports, etc.
- Disseminate 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.