



Nonprofit Leadership Center of Tampa Bay, Inc. Board Secretary Position Description

I understand that the position of Secretary of the Board of the Nonprofit Leadership Center of Tampa Bay is a very important and visible position. I commit to fulfill the responsibilities of the role as outlined below. As an officer of the organization, I commit to working in partnership with the board and the staff to assist the organization in accomplishing its goals.

In addition to meeting all of the responsibilities of a member of the board, as Secretary of the Board, I commit to:

- ✎ Attend all board meetings and notify the CEO if I must miss a meeting.
- ✎ Insure that all board records are properly maintained and insure their accuracy and safety. This means that if I do not record the board meeting minutes that I will review the minutes carefully for accuracy and to make sure that all matters of importance are properly recorded. I will sign all board meeting minutes to signify my review.
- ✎ Assume the responsibilities of the chair in the absence of the Board Chair and the Vice President.
- ✎ Provide notice of meetings of the board and/or of a committee when such notice is required.

Board Secretary Signature

Date