

## ELIOT INSTITUTE BOARD MANUAL

### **BOARD SECRETARY**

**Selection and Appointment:** The Board Secretary is selected and appointed by the Eliot Board following advertising for candidates among the Eliot and/or PNWD community. Appointment is for a one-year term, renewable at the pleasure of the Board at its January retreat. The Board Secretary is responsible directly to the Board.

**Qualifications:** Candidates must have excellent written and oral communication skills, must be word processing literate and have access to a personal computer. Preference will be given to an experienced Eliot camper who is qualified and has given considerable voluntary service to the Eliot community. The candidate will be supportive of the Eliot Board. An attitude of courtesy, confidentiality, friendliness, and helpfulness is essential for this position.

**Remuneration:** The Board Secretary shall contract with the Board, renewable annually in January at the annual retreat of the Board. At that time the Board will determine remuneration for the year.

**General Responsibilities:** The Board Secretary attends all Board meetings, is responsible for recording all Board proceedings in a efficient and accurate manner, and distribution of minutes and identified action items immediately following each meeting.

#### **Specific Responsibilities:**

1. Attend all Board meetings.
2. Maintain a current Board minute mailing list to include Board members, Eliot staff, Deans, and others as identified.
3. Prepare and distribute minutes and upcoming action items as identified to Board members, Eliot staff, Deans and others as identified.
4. Assist the President and Eliot Administrator in preparation and distribution of meeting agendas in advance of each Board meeting.
5. Assist in creating Board meeting agendas by maintaining an “annual Eliot time line” for communication to the Board President to assist in ensuring that the business of the Board is completed in a timely manner.
6. Maintain copies of minutes for the past 24 months and ensure these are available at each Board meeting on a rolling year basis. Past minutes are to go to the Eliot Archivist for archiving.
7. Complete other related tasks as deemed necessary by the Board, which fall under the general heading of Board Secretary.
8. Tabulate, collate and distribute the results of evaluations done by campers at each camp.

**Annual Review and Re-Contracting:** Prior to the January Eliot Board Retreat, the Personnel Committee, at the request of the Board, will circulate a self-assessment tool to the Board Secretary for his/her completion, and assessment tools to selected campers, Board members, Seabeck and Eliot staff for the purpose of an annual review. This information will be evaluated by the Personnel Committee which will recommend appropriate action to the Board at its

January meeting.