**Instructions: This template position description is meant to be tailored to your group’s specific needs. Please be sure to carefully read the whole document and make relevant edits.**

Secretary Position Description

Friends Group Name

# Overview

Friends Group Name’s mission is to [mission]. The friends group has a volunteer board of directors that consists of eight individuals with various skills, strengths, and experience. The board of directors plans and executes all activities for the organization.

# General Responsibilities

* Attend all board and committee meetings and functions, such as special events
* Stay informed about the organization's mission, services, policies and programs
* Review agenda and supporting materials prior to board and committee meetings
* Serve on committees or task forces and offer to take on special assignments
* Inform others about the organization
* Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements

*As a 501(c)(3) nonprofit organization, board members are responsible for exercising the duties of care, loyalty, and obedience. To find more details about general board member responsibilities, visit the* [*Minnesota Attorney General’s website*](https://www.ag.state.mn.us/consumer/publications/fiduciaryduties.asp) *and the* [*Minnesota Council of Nonprofits website*](https://www.minnesotanonprofits.org/resources-tools/resources-detail/roles-and-responsibilities-of-the-nonprofit-board)*.*

*Friends Group Name is a fiscal client of Parks & Trails Council of Minnesota (P&TC). P&TC assumes responsibility for receiving, holding, and administering funds on behalf of the fiscal client. The board of directors is responsible for complying with the policies and procedures put forth by P&TC.*

# Officer Responsibilities (Secretary)

* Take notes at meetings and prepare minutes to be approved at next meeting
* Maintain organization’s digital and printed records
* Send meeting reminders and help prepare meeting materials
* Manage the organizations info@ email account

# Term and Time Commitment

Board members serve a 2-year term and can serve up to three terms. The board meets on the first Thursday of every month from 10am-11:30am and as needed beyond that. The group typically hosts one public event per month and conducts additional special projects. Expected time commitment per board member is 5-10 hours per month.

# Process

If you have any questions or are interested in this position, please reach out to [president@friendsgroup.org](mailto:president@friendsgroup.org) by July 20, 2020. After initial inquiries, you’ll have the opportunity to join a future board meeting before any final decisions are made.