

## Charter Boards

# SECRETARY JOB DESCRIPTION

The secretary of a charter school board has responsibility for communicating with board members about meetings, recording and maintaining minutes of all meetings, keeping all board records and important documents, and upholding legal compliance in matters of reporting and transparency. He or she also maintains legal and other organizational records for the charter school, such as charter school bylaws and the charter agreement. Overall, the secretary is responsible for ensuring that accurate documentation exists to meet legal requirements and for the authorizer “to determine when, how, and by whom the board’s business was conducted.”<sup>1</sup>

The process for selecting and installing officers should be contained in your board’s bylaws. Having thoughtful job descriptions for every officer helps set high expectations and ensures that the board selects people with the right characteristics, experience, and expertise for the roles. This tool provides a job description for a charter school secretary.

## RESPONSIBILITIES

The secretary supports the board’s organizational needs so the board achieves its goals and operates in accordance with its bylaws in the following areas:

- Keeps accurate minutes for each board meeting (see CBP’s Meeting Minutes tool)
- Shares minutes with the board in a timely fashion
- Ensures that minutes are approved by the board in a recorded vote
- Makes sure the board adheres to open meeting laws and other legal requirements
- Assumes responsibilities of the chair in the absence of the board chair and vice chair
- Provides notice of board and committee meetings to all board members (we recommend using calendar invites as well as emails and reminders)
- Keeps all legal and official documents up-to-date
- Maintains the board’s records and archives for future reference by board members, the authorizer, and others

<sup>1</sup> “Secretary of the Board of Treasurers Job Description.” Nathan Garber & Associates. Garber, Nathan, et. al. Web. 2014.