

**Mind's Eye Society
Job Description Form**

Title	Secretary to the Board of Directors	Average commitment of 10 hours per week
Reports to	Mind's Eye Society Board of Directors	Approximate compensation 40 National per month

GENERAL DESCRIPTION

Provide administrative and record-keeping support to the Board of Directors.

CORE RESPONSIBILITIES

Meeting attendance <25%>

- Attend each meeting of the Board of Directors, which are currently held twice per month (generally via Skype)
- Take diligent notes of meeting activities and action items

Board meeting minutes creation and presentation <30%>

- Create official meeting minutes for each BoD meeting within one week of the meeting
- Identify and mark items to be redacted from publication to the general membership
- Create "Action item" list to be released to Directors and/or National officers within 48 hours of each meeting

Facilitation of Director and National staff communication <10%>

- Ensure that all Directors and National staff are subscribed to the MES Board Staff email list
- Communicate prestige recommendations to appropriate tech support and ensure awards on the prestige site are accurate
- Compile all National officer reports and archive
- Create base prestige award email to Directors to ensure National officer prestige awards monthly
- Other duties as assigned
- Drafting assigned reports for Director review

Scheduling and agenda creation <35%>

- Create and maintain an open thread for meeting agenda creation with Directors
- Create and maintain an open thread for agenda items with National Officers (1 meeting per month)
- Create and release agenda for meetings at least 5 days in advance of BoD meetings
- Create and release agenda for National officer portion of BoD meeting at least 5 days in advance of meetings to which National officers are invited
- Invite CCP/WW liaison to BoD meetings and deliver agenda
- Schedule regular BoD meetings according to current schedule
- Edit agenda at the request of Directors or National officers

WORK EXPERIENCE REQUIREMENTS

- Demonstration of ability to create agenda and meeting minute type documents
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to follow through with tasks on rigid timelines

HIRING PROCEDURE

- Selected from a group of applicants by the MES Board of Directors by consensus
- Reports to and is removable by a consensus of the MES Board of Directors
- Indefinite term unless removed by the MES Board of Directors

COMMUNICATION REQUIREMENTS

- Ability to return correspondence in general within 24 hours
- Ability to communicate via phone or email with Directors and National officers
- Must consistently create permanent product agendas and minutes according to rigid schedule
- Must have working knowledge of Word, Excel and Google Docs
- Will sign a confidentiality statement
- Must have access to Skype capability

Email contact address:

Phone contact number:

Start Date:

EMPLOYEE STATEMENT

I acknowledge receipt and review of my assigned job duties. I understand that I may be responsible for other duties as assigned by my supervisor that are not listed here.

Secretary to the Board of Directors - Signature: _____ Date: _____

