



BOARD SECRETARY JOB DESCRIPTION (2024-25 Fiscal Year)

Overall Roles and Responsibilities

The Board Secretary is responsible for assisting the Board President in leading the board of directors and staff in support of the mission, values, and strategic goals of the San Mateo-Foster City Education Foundation ("the organization"). The Board Secretary will primarily be responsible for taking board meeting minutes and ensuring the accuracy, organization, and safekeeping of all board records.

Responsibilities

The Board Secretary's specific responsibilities include:

- Attend monthly board meetings and bi-weekly Executive Committee meetings
- Serve on the Executive Committee
- Ensure the accuracy, organization, and safekeeping of all board records
- Manage minutes for board meetings
- Ensure minutes are distributed to members for review shortly after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
- Assume responsibilities of the president in the absence of the Board President and Vice President
- Provide notice of meetings of the board and/or of a committee when such notice is required