

Secretary

Bay Area Climbers Coalition

Bay Area Climbers Coalition Mission Statement:

The Bay Area Climbers Coalition is a volunteer run 501(c)(3) non-profit organization focused on preserving access to our local outdoor areas by actively fostering positive relationships with land managers, hosting stewardship events, and providing educational programming for the climbing community.

Position Summary:

The Secretary is responsible for enabling the efficient and effective function of the board. As one of the legally mandated non-profit board member positions, the Secretary's primary task is to ensure that accurate and sufficient documentation exists to meet legal requirements and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, the Secretary schedules board meetings, records the minutes of those meetings, ensures accuracy of the records, and then makes sure they are available for reference by other board members. The Secretary also oversees the internal logistical workings of the Coalition, and delegates responsibilities to the Operations Manager. As a voting board member, the Secretary may also propose policies and practices, occasionally submit reports to the board, and will fulfill all other requirements of a voting member of the Board.

Key Responsibilities and Duties:

- Responsible for ensuring that accurate minutes of meetings are taken and approved
- Ensures that the records of the organization are maintained as required by law and made available when required by authorized persons
- Participates in Board meetings as a voting member and representative of Operations.
- Delegate projects and responsibilities to the Operations Manager.
- Work with President to determine and send out board meeting agenda before meeting
- May be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents

Qualifications:

- Organized and detail-oriented with experience in meeting management
- Solid communication and note taking skills
- Experience using word processing programs, specifically Google Drive
- Ability to work cross functionally in a multi-disciplinary setting
- Ability to break large tasks down into manageable project chunks
- Alignment with the mission of the Bay Area Climbers Coalition
- General all-around amazing person that is willing to jump in wherever they can to help move this organization forward

Time Commitment:

- 2 year commitment to position

- A consistent commitment of 1 to 3 hours per week is expected
- In-person attendance at all monthly board meetings