

Secretary

Bay Area Climbers Coalition

Bay Area Climbers Coalition Mission Statement:

The Bay Area Climbers Coalition is a volunteer-run 501(c)(3) nonprofit 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(s). 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:

- Schedule board meetings (formal monthly meetings, annual kickoff, EOY party, etc.), and communicate that schedule to the entire board and any guests
- Responsible for ensuring that accurate minutes of meetings are taken and approved
- Ensure that the records of the organization are maintained as required by law and made available when required by authorized persons
- Participate in Board meetings as a voting member and representative of the Operations Department
- Delegate projects and responsibilities to the Operations Manager(s)
- Work with Voting Board 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:

- Alignment with the mission of the Bay Area Climbers Coalition
- Organized and detail-oriented with experience in meeting management
- Solid communication and note taking skills
- Experience using document editing apps, specifically Google Drive
- Experience with scheduling and calendaring tools, specifically Google Calendar and Doodle
- Ability to work cross-functionally in a multi-disciplinary setting
- Ability to break large projects down into manageable tasks

- General all-around amazing person that is willing to jump in wherever they can to help move the 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 formal (monthly) board meetings

Additional Responsibilities may include:

- Manage physical and digital operations projects
- Provide support to board members with technical issues, such as logging into digital services and creating/removing accounts (Google Suite, Slack, etc).
- Create annual report (with assistance from Voting Board)
- Plan and organize recruiting logistics
- Coordinate on-boarding of new board members
- Plan and organize kick-off and EOY party (food, location, etc)
- Locate and secure venues/meeting space for board meetings. Locations include: Last Minute Gear, various climbing gyms, Sports Basement, etc.