

Okemo Valley TV Board of Directors

Job Description

Officer Title: Secretary

Description:

The Secretary is the fourth-highest ranking Officer on the Board of Directors and primary record keeper for all official business conducted by the Board.

The Secretary is elected by the Board of Directors after the annual Board of Directors elections.

Essential Duties:

- Maintains records of all official business conducted by the board and ensures effective management of organization's records
- Records and manages minutes of board meetings
- Distributes meeting minutes to the Executive Director and Board within 10 business days of each meeting
- Maintains familiarity with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
- Performs other responsibilities as assigned by the Board