

Position:

Montana Destination Imagination Board Secretary

Position Summary:

The candidate would be responsible for communicating to the Board the dates for the quarterly meetings, record the minutes and maintain organizational documents. This position is ideal for self-starters. This is a volunteer part-time position.

Position Description:

The Board Secretary for Montana Destination Imagination is an executive and voting member of the board of directors of the organization. The Board Secretary is responsible for alerting the Board of upcoming meetings. The Secretary will be responsible for the recording of the minutes and maintain records of these meetings. The Secretary will correspond with all members of the Board and maintain an up to date contact list of the Board. As a volunteer for MTDI the secretary will support the vision and the mission of the organization, and will act responsibly and prudently.

Duties and Responsibilities:

1. Would need to have a commitment to and a clear understanding of the mission of the organization
2. Schedule, attend, and record the minutes of all meetings.
3. Distributes the minutes of the meetings to the Board in a timely manner.
4. Knowledge of meeting procedures, decision making rules, governance policies and the Bylaws
5. Maintain general organization record of board documents and be familiar with legal documents (articles, by-laws, IRS letters, etc.)
6. Compose letters, memos and emails for the organization as needed.

Required Skills and Qualifications:

1. High school diploma or higher
2. Clerical experience using Google, Word, Excel, Publisher and Access programs
- 3 Would need to have a commitment to and a clear understanding of the mission of the organization
4. Administrative experience maintaining and prioritizing business calendar

Term of Office:

One year

Time Commitment:

5 hours per month with additional time for special meetings and events