



Leadership Responsibilities Description: Secretary of the Academy Board of Trustees

The Secretary shall be responsible for the recordation and keeping of the minutes of the meetings of the Board and the membership; ensure that all notices are duly given in accordance with the provisions of the Academy Bylaws or as required by law; be the custodian of the corporate records, including but not limited to all correspondence of the Academy; be the custodian of the seal of the Academy and ensure that such seal is affixed to all documents, the execution of which on behalf of the Academy under its seal is duly authorized in accordance with the provisions of the Academy Bylaws; and in general perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chair of the Board. Specific duties of the Secretary of the Board include the following:

General Responsibilities

- The Academy BoT Secretary may be an appointed trustee or a staff member. If an appointed staff member, the position is non-voting and, as a non-voting, non-trustee member of the BoT, the position does not count toward the maximum number of allowable seats on the board.
- Prepare, with the Board Chair, and distribute agendas, materials and minutes for all Academy BoT meetings.
- Ensure all minutes of the Board meetings are recorded per Robert's Rules of Order and are maintained at the Academy's principal office.
- Perform any duties as assigned by the Board Chair.

Meetings

- Attend all Board meetings.

Relationship with the Executive Director/Board of Trustees

- Depending on who is serving in the role of Secretary, support the Executive Director or the other Board Trustees and foster a relationship based on mutual trust and respect.

Fiduciary Responsibilities

Work with the Treasurer and the Director of Finance to oversee the Academy's Business Plan and Budget.



Monitoring and Review Schedule

Monitor as needed and reviewed by Academy BoT every two years.

Dates Reviewed by Academy BoT

May 15, 2012

March 5, 2017

Dates Modified by Academy BoT

March 5, 2017

Dates Approved by Academy BoT

May 15, 2012

March 5, 2017