**BOARD MEMBER – SECRETARY JOB DESCRIPTION, Rev 06-24-2024**

**Title**

Secretary, First Coast Sailing Association Board of Directors

**Purpose**

The secretary plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records.

**Term**

Election to a one-year term (except when filling an unexpired term), subject to re-election.

**Criteria**

Demonstrating knowledge of the orgaization’s records and related materials, and be able to provide advice and resources to the board on relevant topics at issue, such as particular governance matters being addressed at a meeting or a new amendment to state corporate law, Candidates should exhibit a deep understanding of the organization's mission and objectives, aligning their actions with its overarching goals. Exceptional communication and interpersonal abilities are crucial for effective collaboration and stakeholder engagement. Moreover, familiarity with race management techniques and up-to-date knowledge of racing rules is indispensable in ensuring smooth operations within the racing community. Lastly, candidates must display a commitment to attending required meetings and fulfilling responsibilities diligently, reflecting their dedication to the role and the organization's success.

**General Responsibilities**

* Giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
* Scheduling board meetings and ensuring an adequate number of meetings are held per year in accordance with FCSA Bylaws.
* Prepares and sends meeting materials 2 weeks in advance of the meeting for each director to review such materials, correct any errors, and prepare questions and comments.
* Recording minutes of meetings.
* Responsible for maintaining accurate documentation and meeting legal requirements.
* Ensuring the documents are safely stored and readily accessible for inspection by directors and or members.
* Custodian of the corporate seal.

**Specific Tasks**

* Publish at least annually with regular supplements a list of all boats and their ratings.
* Responsible for maintenance of the FCSA website.
* Attend all Annual Meetings, Board Meetings, and Special Meetings as required.
* Fulfill any additional duties as directed by the chairman or the Board of Directors.

**Compensation and Expenses**

The Secretary will not receive compensation for services rendered but may be reimbursed for reasonable expenses incurred in furtherance of the organization’s purposes, subject to approval by the Board of Directors and submitted via FCSA Check and Reimbursement Policy.

**Time Demands**

**Regular Meeting Estimated Time Demands**

Quarterly Board Meeting 24 Hours quarterly

Other outlined duties 40 Hour monthly