

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

BOARD SECRETARY

2. Work Location

Meetings are held in Bandon Library's Sprague Community Room. No office space is provided. The Secretary maintains records in a safe, secure environment of his/her choice.

3. Purpose of the Position

The BLFF Secretary records the proceedings of the BLFF Board of Directors. As specified in the amended Bylaws, the position is an Officer of the Board and is elected annually by the Board.

4. Responsibilities and Duties

- Serves as a BLFF Board Member (see Board Member documentation).
- Records and prepares minutes of board monthly and annual meetings and any special meetings.
- Provides for any required notices of regular, special or annual meetings.
- Distributes minutes to all board members and maintains a final copy of minutes approved by the Board.
- Maintains records in a safe, secure environment.
- Makes the records available for public inspection at the office of the BLFF's registered agent upon request.
- Has powers and performs such duties as the Board may prescribe.
- Serves in the position until a successor is duly elected and qualified.

5. Qualifications

- Knowledge of BLFF mission, bylaws, goals and objectives.

6. Commitment Expected

The Secretary is a Board Member with a three-year term and is elected annually by the BLFF Board to serve as Board Secretary. The time commitment for serving as Secretary of BLFF is eight to ten hours monthly, not including about 2 hours monthly to attend BLFF Board meetings. A Secretary may serve unlimited consecutive terms.

7. Training

- BLFF President will assist a new Secretary in obtaining the necessary training and documentation.

8. Other

None