

BASIC/Blanchard Community Center	Board of Directors & Officers Position Duties
Position: Secretary	Original Date: 2/2022

Being a BASIC/Blanchard Community Center Board member is a volunteer position that commits time, talent, and service. No matter what your position, every officer has a fiduciary duty to act in the best interest of the association as a whole. You must exercise sound business judgment, respect the confidentiality of board deliberations and decisions, and avoid real and perceived conflicts of interest. In short, you must execute your responsibilities in good faith, with good judgment, without conflict, and by always putting the association's interest above your own.

Expectations and Responsibilities

1. The Board Secretary will exercise careful, and independent judgment based on what is happening at the Board meetings, in the local community, and on behalf of the BASIC/Blanchard Community Center
2. The Board Secretary will discuss board business only at board meetings, not at ad-hoc meetings. Remember that the board speaks with one voice; if there's a board decision you disagree with, once it's made, support it.
3. The Board Secretary will be a Community Center member, in good standing with all dues paid, and always exhibit professional behavior. Furthermore, The Board Secretary will treat constituents with respect and decency.
4. The Board Secretary will be well versed in BASIC's budgetary requirements and restraints. For ease of communication, there is a preference that the Board Secretary will have access to a computer for documents and email.
5. The Board Secretary will read and agree to comply and uphold the Governing Documents for the BASIC/Blanchard Community Center. The Governing Documents include but are not limited to:
 - a) The Articles of Incorporation
 - b) The By-Laws of BASIC/Blanchard Community Center
 - c) Registration with the Idaho Secretary of State
6. The Board Secretary will serve a calendar two (2) year term. Should a vacancy occur, the Board will appoint a replacement for the remaining time of the that office holder.
7. The Board Secretary will actively support Board activities by:
 - Being a guardian of all correspondence of the Corporation
 - Preparing and reading meeting minutes, action items, and other accountabilities associated with the BASIC/Blanchard Community Center
 - Casting votes, participating/chairing a committee, and supporting decisions made
 - Delegating and mentoring others through volunteerism and through committees
 - Regular and punctual attendance at all meetings through physical presence or telephonic conferencing.
8. The Board Secretary will also have the following duties:
 - Assist the President and Vice President in the preparation of meeting agendas
 - Participate in the research and obtainment of new Financial Grants where applicable; seek renewals of current grants if possible
 - Verify election results in conjunction with the President of the Board
 - Assure quorums are met for various activities according to By-Laws