

Junior Board Secretary – Job Description

Position Summary

The Junior Board Secretary is responsible for maintaining accurate records, supporting communication, and ensuring the Junior Board remains organized and informed. The Secretary works closely with the Chair, Vice Chair, and staff advisor to document meetings, track attendance, and help coordinate board activities. This position provides an excellent opportunity for students to develop organizational, communication, and leadership skills.

Key Responsibilities

Meeting Administration

- Prepare and distribute meeting agendas in collaboration with the Chair and staff advisor.
- Record accurate minutes during all Junior Board meetings.
- Distribute meeting minutes to members following each meeting.
- Maintain records of meeting attendance and participation.

Communication

- Assist with communicating meeting reminders, announcements, and important updates to Junior Board members.
- Maintain an up-to-date contact list for Junior Board members.
- Respond to communication requests in a timely and professional manner.

Record Keeping

- Maintain organized records of meeting minutes, attendance, committee reports, and Junior Board documents.
- Assist with tracking volunteer hours and participation when appropriate.
- Ensure important documents are shared with members and staff advisors.

Administrative Support

- Assist the Chair and Vice Chair with planning meetings and special events.
- Support committee chairs by documenting committee activities when needed.
- Help prepare materials for meetings, presentations, and events.

Collaboration

- Work closely with Junior Board officers and staff advisors to support the organization's mission.
- Participate actively in all Junior Board meetings, volunteer activities, fundraising events, and leadership initiatives.
- Contribute ideas and recommendations to improve Junior Board operations.

Qualifications

- Current high school student in good academic standing.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Detail-oriented and dependable.
- Ability to maintain confidentiality when appropriate.
- Proficient with basic technology, including Microsoft Word, Google Docs, email, and virtual meeting platforms.

Expectations

The Junior Board Secretary is expected to:

- Prepare and distribute meeting minutes within one week of each meeting.
- Maintain accurate attendance and board records.
- Support at least one committee and one fundraising initiative each year.
- Demonstrate professionalism, reliability, and effective communication.

Time Commitment

- Attend all Junior Board meetings (monthly or bi-monthly).
- Participate in committee meetings and planning sessions as needed.
- Attend volunteer projects, fundraising events, and leadership activities.
- Complete administrative responsibilities between meetings.

Learning Outcomes

As Junior Board Secretary, students will:

- Develop leadership and organizational skills.
- Strengthen written communication and professional documentation abilities.
- Gain experience in nonprofit governance and board operations.
- Build confidence in teamwork, project coordination, and administrative leadership.
- Make a meaningful impact by supporting initiatives that help neighbors remain safe and healthy in their homes.