

Volunteer Board Secretary

Horizon West Theater Company (HWTC) is seeking an organized and dependable volunteer to serve as Secretary on its Board of Directors. This is an unpaid volunteer position and an opportunity to use your skills to support nonprofit community theater.

The Board Secretary will help keep the Board organized, informed, and compliant with HWTC's bylaws and governance practices. No college degree is required, but candidates should have experience with some of the position's administrative responsibilities.

Responsibilities

- Attend Board meetings and record accurate meeting minutes.
- Work with Board leadership to prepare and distribute agendas and meeting materials.
- Manage day-to-day administration in Roll Call, HWTC's internal system.
- Monitor shared inboxes, route messages, and organize or archive correspondence.
- Maintain Board and organizational calendars.
- Organize official records, approved minutes, policies, and digital archives.
- Provide administrative support for Board governance, elections, and required documentation.
- Administer HWTC's Slack and Google Workspace accounts, calendars, groups, files, and user access.
- Track decisions, action items, deadlines, and follow-up assignments.
- Handle confidential or sensitive information with discretion.

Qualifications

- Experience with administration, meeting coordination, recordkeeping, Board support, or similar responsibilities.
- Strong organization, communication, and time-management skills.
- Experience taking meeting notes or minutes.
- Comfort using Google Workspace, shared calendars, email, Slack, and digital filing systems.
- Ability to work independently, meet deadlines, and follow through on commitments.
- Willingness to attend Board meetings and occasionally support evening or weekend activities.
- An interest in HWTC's mission and nonprofit community theater.

Previous nonprofit, Board, volunteer, or theater experience is helpful but not required. A college degree is not required.

Time Commitment

This volunteer position requires attendance at scheduled Board meetings and several hours of administrative support each month. Additional time may occasionally be needed around productions, special events, or annual planning.

Express Your Interest

Interested community members are invited to attend HWTC's upcoming Board Open House to meet current Board members, learn more about the organization, and express interest in the Secretary position.

Please bring or submit a current résumé.

Open House: Date and time

Location: Location

Résumé submission: Email address or instructions