

AAUW LCV Education and Scholarship Program, Inc. 501(c)(3)
Secretary and Director Position Description

Position: Secretary and Director (Elected)

Term: One Year (July 1st to June 30th)

Board Member

Term Limits: Elected annually without term limits

Job Summary of the Secretary for the 501c3

The Secretary of the AAUW LCV Education and Scholarship Program, Inc. is an elected position. The secretary plays a critical role in fostering communication and ensuring proper management and utilization of important organizational records.

As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and assuring legal requirements are met, such as annual filing deadlines. The secretary maintains a calendar of filing deadlines, which may include a filing with the corporation's Secretary of State, the Department of Consumer Protection, and the IRS. The secretary is responsible for ensuring all documents are safely stored and readily accessible for inspection by directors, members and the public. Additionally, it is required that a nonprofit's exemption application and past three annual returns with the IRS are available for public inspection.

Responsibilities

Board Support.

- Attends all ESP Meetings (in person or virtually). If unable, arrange for another member to take the minutes and follow the submission process.
- Board Meeting Minutes: Prepares minutes which must include: date, attendee names, meeting start time; amendments to or approval of previous Board meeting minutes; officers' reports; clear statement of motions made and seconded by whom, and final individual motion vote tally; any action items, including person(s) responsible and due date(s); date and time of next Board meeting; meeting adjournment time; name person submitting the minutes
- Emails draft Board Meeting minutes to all Board members promptly post-meeting for review. Incorporates changes to the minutes; emails final draft to all Board members; reviews and obtains approval at the next Board meeting. Ensures approved minutes are posted on the LCV website and Google drive.

Compliance and Reporting

- Keeps track of important filing deadlines for organization's incorporation and charitable status.
- Ensures timely submission of nonprofit filings and supports adherence to the 501(c)(3) regulations.
- Works with the treasurer to ensure that non-profit filings for the State of CT, IRS, Insurance etc. are submitted in a timely manner.

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Record Management

- Posts documents to a backup drive (i.e. Google) as a document library.
- Maintains official documents, meeting records, and organizational files.
- Works with the directors to ensure that all ESP documents are posted on the Website (fundraising, scholarship, treasurer reports, board minutes etc.) *(The secretary may not be the person sending the document(s) to the website chair, but she would be the person periodically checking to see that the documents have been posted)*

Skills

Knowledge of Word and Excel programs as well as Google Docs
Able to maintain accurate, organized documentation