

Secretary

Revised at the Midwives Alliance Board Meeting
May 2018



Bylaw Requirements

The Secretary shall be responsible for keeping and distributing the minutes of all meetings of MANA, the Board of Directors and the Executive Council, for coordinating all MANA correspondence, and for other such duties as pertain to the office.

Responsibilities

The Secretary has six key areas of responsibility:

- record keeping
- recording and disseminating board call and meeting minutes
- correspondence
- generating and monitoring board member task lists
- participating with Director of Organizational Development to continually update Policy and Procedure Handbook
- creating, organizing and disseminating Board packets for spring and fall Board meetings

The Secretary will:

- be a current voting member of MANA
- format agendas for Board calls, and work with the President to create the agenda for in person Board meetings
- attend phone, virtual, and in-person Board meetings, and annual conference
- serve on the Executive Council
- ensure the safety and accuracy of all Board records, and archive MANA material when appropriate
- assist the President and other Board members to create letters and other MANA documentation that will be used internally and externally
- with the Board, create annual report for conference and take minutes at the business meeting at the annual conference and any board associated meetings

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- create and review Board minutes and ensure Board minutes are approved by the Board of Directors in a timely manner
- provide notice to the Board of all Board meetings and committee meetings, when appropriate

Preferred Skill Set

Previous nonprofit board experience or volunteer experience for an organization with similar goals as MANA is preferred, but not required. Persons seeking this position will actively pursue, appreciate and mentor the broadest cultural and geographic diversity to the Board, and have knowledge of and commitment to cultural safety and competency. Additional preferred skills include: ability in computer technology and social media, well-organized, listening skills, writing and editing skills, and patience.

Commitment

The amount of time that members spend on MANA Board work ranges from 0 to 15 hours per week depending on the time of year and projects they are involved in. Board members are expected to follow through with deadlines and commitments made, with the understanding that we are all practicing midwives.

