



The Woman Within Central USA Board is seeking a Secretary

Serve on the Board and Executive Board of Woman Within Central USA. Coordinate board meetings, produce meeting minutes and partner with other board members to create agendas and share documents for the meetings. As needed, lead or serve on sub committees. Responsible for documentation and storage of meeting minutes.

Primary Functions:

- Serving on the Woman Within Central USA Board Executive Committee
- Giving advice and voting on issues presented by the Board President
- Arranging electronic conference meetings
- Calling for agenda items. Finalizing and distributing the agenda after consultation with the President and/or Executive Committee
- Recording motions and votes during meetings
- Keeping board records, including records of all in-person, telephone, and electronic votes
- Keeping minutes of all board meetings
- Recording action items and immediately disseminating them after meetings
- Participating in Board meetings and annual in-person meetings.
- This is a voting position on the Woman Within Central USA Board of Directors.

Requirements:

- To have a passion for the work of Woman Within Central USA and have the skill and energy to carry out the duties listed above.
- To have staffed a Woman Within Weekend at least once.
- Experience on the Board of a non-profit organization is desired

If you are interested in applying or hearing more for this position email secretary.womanwithin.centralusa@gmail.com