

Board Secretary

About Women In Need Safehaven, Inc.

The Women In Need Safehaven, Inc. is a newly formed nonprofit organization working to combat homelessness by providing families with their essential needs and the supportive services to transition into permanent self-sufficiency. Our vision is to strive to build a world that provides permanent refuge, safety, and a future to all homeless and underprivileged women and children. We are working to make this vision a reality by creating a comprehensive strategic empowerment program which provides services, support, partnerships & coalition building.

Board Secretary Role and Responsibilities

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The secretary shall cause notice to be given of all meetings of directors and committees as required by the Bylaws. The secretary shall have such other powers and perform such other duties as may be prescribed by the board of directors or the board president. The secretary may appoint, with approval of the board, a director to assist in performance of all or part of the duties of the secretary.

Additional Board Secretary Role and Responsibilities:

- 1) Ensures minutes are distributed to members shortly after each meeting
- 2) Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings
- 3) Ensures that all organization legal documents are in compliance and current with Georgia Secretary of State
- 4) Ensures that all necessary paperwork is completed and filled timely with the Internal Revenue Service
- 5) Draft organization memos as required
- 6) Assists with research and grant writing

Duration: 3 years

Hours: 10 to 30 hours per week. Typically, 2 to 5 days per week.

Compensation: Non compensable

To Apply: Submit cover letter and resume to info@win-safehaveninc.com. In subject field of email enter Board Secretary Position.

QUALIFICATIONS

- ✓ Excellent verbal and written communication skills
- ✓ Strong creativity
- ✓ Ability to work both independently and as part of a team
- ✓ Strong attention to detail
- ✓ Must be friendly and professional
- ✓ Excellent organization and multitasking skills
- ✓ Detail oriented with efficient time management skills
- ✓ Must be computer literate (working knowledge of word processing, PowerPoint, Excel)