

+ Secretary Job Description



+ Mission Statement

Bringing together Remodelers, Builders, Skilled Craftsmen and related Industry Professionals to ensure quality work, encourage high standards and ethical practices within the remodeling industry. Continually strive to educate, mentor and connect remodeling specialists from all backgrounds.

+ Board of Directors Job Summary

The governing body of NARI of Silicon Valley is its Board of Directors. The Board is charged with performing the policy-making function, as well as giving strategic direction to the programs and activities of the association. As a member of the Board, a director has a fiduciary duty to the National Association of the Remodeling Industry, Silicon Valley Chapter, to act in good faith and in the best interests of the Association. **All Board Members shall serve a minimum of one term, which is defined as 2 years, except for the President.**

+ Board of Directors are responsible for:

- Basic knowledge of parliamentary procedure ([Robert's Rules of Order](#) or [Standard Code of Parliamentary Procedure](#)).
- Identifying any potential conflicts of interest for the organization including an annual review and signing of own annual conflict of interest and harassment policies.
- Knowledge of duty of care and duty of loyalty for the chapter (see annual board orientations &/or annual conflict of interest forms)
- General understanding of the [chapter's bylaws](#)
- General understanding of the [chapter's policy manual](#) especially these sections:
 - Solicitation Policy (page 4)
 - Working Atmosphere Policy (page 6)
 - Conflict of Interest (page 9)
 - Code of Ethics (page 13)
 - Board of Directors (pages 18-20)
- Reviewing board reports, committee reports, and/or other proposed action items before the meetings

- Respond to urgent action items or email board votes within the time requested by the President or Executive Director.
- Determining how the organization carries out its mission through long-term and short-term planning; additionally, evaluating the overall performance of the organization in achieving its mission.
- Adopting an annual budget and providing fiscal oversight.
- Establishing policies for the effective management of the organization.
- In partnership with the part-time Executive Director, recruiting for nomination, orienting, and developing new board members.
- Reporting to the President and the Board of Directors as a whole.
- Being members (or employees of members) of the local NARI chapter in good standing.
- Attending most Chapter events, Holiday Gala, etc.
- Hiring and evaluating the performance of the executive director.

+ **Benefits from serving on the Board of Directors**

1. Improve team leadership qualities.
 2. Grow communication skills, and the ability to resolve conflicts and build consensus while working with many different board members who come from different backgrounds and different viewpoints.
 3. Expand and sharpen skill set in one or all of the following: business strategies, marketing strategies, and fundraising strategies.
 4. Build professional credibility and resume enrichment: Selection for a board position shows that an organization is entrusting you with a vital, visible, and high-impact role. It is a public endorsement of your expertise and value.
 5. Make an impact in your community of remodeling colleagues in either the short-term or long-term.
-

+ **The responsibilities of the Secretary include:**

- Recording the minutes by hand, laptop, or recording device of all Board of Directors and Strategic Planning meetings.
- Sending the minutes in advance of the next board meeting (preferably within 10 days after the previous board meeting) to the Executive Director to distribute to the board members or meeting attendees and archive in both hard copies (paper), as well as electronically.
- Seeing that all notices are given in accordance with the provisions of the bylaws, or as required by law.
- Being responsible for overseeing filing of reports of the corporation as may be required by law, in conjunction with Executive Director.
- Notifying Board members of time, place and frequency of Board meetings, in conjunction with Executive Director.
- Being one of the check-signers, which requires giving birth date, driver's license # and SS# to the bank.
- Ensuring that this position is organized as is necessary to insure a smooth transition for the successor.**

+ **The qualifications of the Secretary include:**

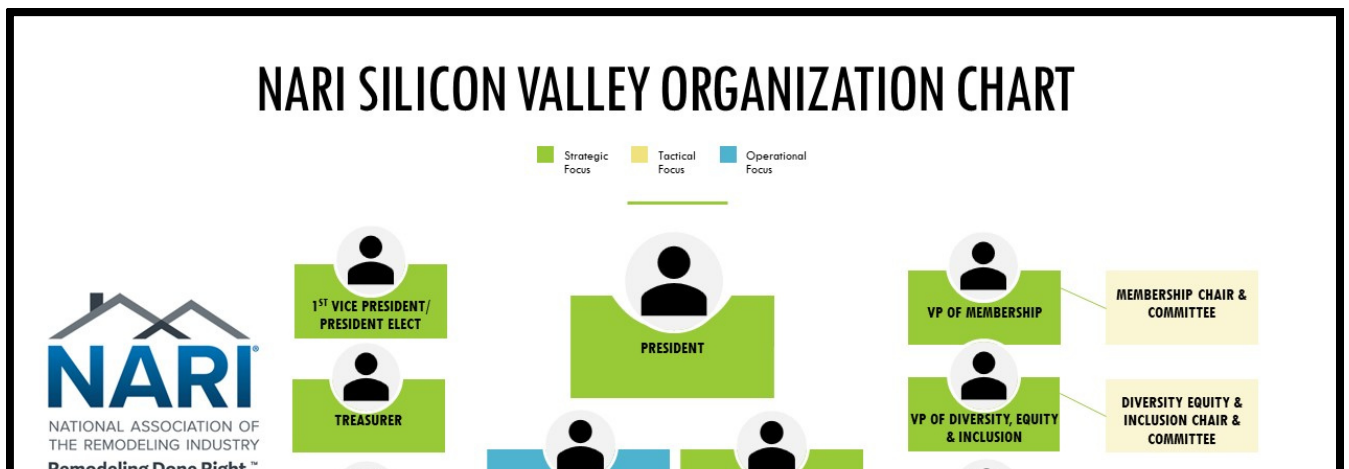
- Ability to be self-motivated, take initiative, and use of available resources to be fully trained in the position within 6 months of the start date (e.g. visit local & National websites for information, use of own or NARISV provided planning documents, and ask questions of other board members & Executive Director).
- Good writing skills and be able to take accurate minutes, record Board motions, etc. using good grammar and spelling.
- Ability to process information quickly to summarize key points of the discussion.
- Being familiar with Microsoft Word.
- Being organized and be able to send minutes out to Board members in timely fashion, usually within 2 weeks after the meeting.
- Attendance at all Board meetings and arriving ON TIME. (exceptions made with the President's approval if an audio or video recording can be used as an alternate to be transcribed later)

+ The financial and resources development expectations:

- Outreach and encourage registration of members and guests for chapter events.
- Recruit event sponsors if possible.
- Identify and assist in the cultivation of new/renewing members.

+ Time Demands (approximate)

Time Commitment	Details
1.5-2 hours a month	Attend Board meetings; must attend at least 9 Board Meetings per year.
3 hours a month	Attend Chapter Meeting (usually right after Board mtg); must attend 50% of Board meetings during current year.
1-2 times a year	All Board members are required to attend all Strategic Planning Meetings that typically occur in the Spring and Fall/Winter



SILICON VALLEY



SECRETARY

PART-TIME
Executive Director

BOARD CHAIR



VP OF EDUCATION

EDUCATION CHAIR &
COMMITTEE



VP OF PROGRAMS

PROGRAMS CHAIR &
COMMITTEE



VP OF INDUSTRY
PARTNERS

INDUSTRY PARTNERS
CHAIR & COMMITTEE



VP OF MARKETING &
PUBLIC RELATIONS

MARKETING & PR CHAIR
& COMMITTEE