



Center for Family Life and Recovery, Inc.
Board Secretary

Job Summary: The Secretary or Board designee shall keep an accurate and correct record of the proceedings of all meetings of the Corporation and Board of Directors and shall perform such other duties as may be incidental to his/her office, or assigned to him/her. Board contact information will be recorded with the Secretary annually and throughout the year if a contact change occurs.

Job Responsibilities:

- Attend all board meetings
- Serve on the executive committee if one exists
- Ensure the accuracy and completion of all board records
- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

Board Member signature

Date