**Job Title: Nonprofit Board Secretary - Volunteer**

Organization: Be Bold for Change

Location: Seattle, Bellevue or Remote

**About Be Bold for Change:**

Be Bold for Change is a nonprofit organization committed to empowering women, girls, and their allies to advocate for themselves and drive change in their communities. Our mission is to accelerate gender parity and create a world where women have equal opportunities to thrive and succeed. We provide support and resources to help women and girls develop the skills, confidence, and networks they need to become leaders and make a positive impact. With a focus on advocacy, education, and community-building, we work to break down barriers, challenge stereotypes, and create a more equitable society for all. Join us in our mission to create a more just and equal world for women and girls everywhere.

**Board Commitment**

Board commitment involves several important responsibilities that board members must fulfill during their two-year tenure. These responsibilities include attending all board meetings, either in-person or virtually, and actively participating in discussions and decision-making processes. In addition, board members are expected to personally raise a minimum of $5,000 each year through a combination of donations, fundraising, and corporate matching of hours and money. This helps to ensure that the organization has the necessary resources to carry out its mission effectively. Finally, board members are encouraged to participate in at least one working committee, which allows them to contribute their skills and expertise to specific projects or initiatives. By fulfilling these commitments, board members can make a meaningful impact on the organization's success and help it achieve its goals.

**Job Summary:**

Be Bold for Change is seeking a Board Secretary to join our team. The successful candidate will be responsible for providing administrative and secretarial support to the board of directors and the Executive Director. This is a working board position, and the successful candidate will need to roll up their sleeves and be committed to attending monthly board meetings.

**Key Responsibilities:**

• Record minutes of board meetings and distribute to board members in a timely manner

• Maintain accurate records of board and committee meetings, including agendas, minutes, working calendar and other pertinent documents

• Schedule board and committee meetings, and ensure proper notification is provided to all attendees

• Assist the Executive Director and board members with preparation of meeting materials and agendas

• Ensure compliance with all relevant regulations and bylaws

• Maintain the organization's legal and historical documents, including articles of incorporation, bylaws, and any federal or state corporate filings

• Assist with recruiting and onboarding new board members

• Help plan and execute unique events and initiatives as needed

• Attend monthly board meetings and actively participate in discussions and decision-making processes

**Qualifications:**

• 5+ years of experience as a board secretary or in a similar role

• Experience working in a nonprofit board setting, with knowledge of board governance best practices

• Strong organizational and administrative skills, with the ability to multitask and prioritize effectively •

Excellent communication and people skills, with the ability to build and maintain relationships with stakeholders.

• Proficient in Microsoft Office and Google Suite

• Bachelor's degree in business, communications, or related field (Master's degree preferred)

**How to Apply:**

To apply for this Board Secretary position, please submit your board bio or professional resume, a cover letter outlining your experience and qualifications, and three professional references to [nickie@bboldnow.com](mailto:nickie@bboldnow.com) **no later than May 31st, 2023**. We look forward to hearing from you!

Be Bold for Change is an equal opportunity employer and encourages candidates of all backgrounds to apply.

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