

PORTLAND OPEN STUDIOS

BOARD SECRETARY

WHAT WE ARE LOOKING FOR

Portland Open Studios is a 22-year-old arts organization that is currently going through a major growth spurt. We are first and foremost a working board. We not only plan the yearly open studios event, but we also implement that plan as we are a working board. We meet monthly via zoom and may require additional meetings depending on which committees the secretary serves on. Our best candidate loves fine art and cares about the success of Portland artists. This candidate is an innovative and passionate thinker.

The Secretary provides administrative and clerical support to the Board, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Board is well informed and that its activities are well documented for the use of Board members, the Governance Committee and relevant government bodies.

Board members work both individually and collectively in governing Portland Open Studios affairs through the development, approval and evaluation of policy and budget. As a committee member, the board member provides planning and implementation services to the Board. The board member acts on the board's behalf in accordance only with board motions and policy guidelines and only as requested and in accordance with Board resolutions with respect to representation of the organization

DUTIES SPECIFIC TO THE BOARD SECRETARY

Serves on the Executive Committee.

Keeps copies of the organization's bylaws, the Board's policy statements, lists of officers, Board Members, committees, and General Membership.

Notifies Board Members of meetings.

Keeps record of Board attendance & ensures a quorum is present at Board meetings.

Keeps accurate Minutes of meetings, recording all motions & decisions of meetings.

Signs Board Minutes to attest to their accuracy.

Records all corrections to Minutes.

Keeps copies of Minutes of both Board and committee meetings.

Keeps accurate record of Executive Committee meetings.

Distributes copies of Board Minutes & actions to Board Members promptly after meetings.

Distribute copies of Executive Committee Minutes and actions to Executive Committee Members promptly after meetings.

Conducts and keeps records of all Board correspondence.

Signs official documents of the organization as required.

EXPERIENCE:

Minimum of two years' experience in administration in a paid or volunteer setting.

Strong organizational skills, time, and ability to meet deadlines.
Produce notes and Minutes in a timely manner for distribution and action by the Board.
Excellent notetaking, transcription, and computer literacy skills.

KNOWLEDGE:

An understanding of the effective functioning of a charitable organization.

PERSONAL:

Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and strongly service oriented

DUTIES OF ALL PORTLAND OPEN STUDIOS BOARD MEMBERS

Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board's policy deliberations. They are expected to understand and support the Portland Open Studios mission statement and strategic plan.

Attend meetings and show commitment to Board activities;
Be well informed on issues and agenda items in advance of meetings;
Participate on one or more committees or in an ad hoc manner, as requested by the Board President, Vice-President or Executive Director; Provide candid, open and honest feedback and evaluation when appropriate;
Take initiative in informing the organization about opportunities for funding or program development;
Identify individuals in the community for volunteer participation or funding support;
Support the organization and its officers in times of crisis or controversy;
Provide sensitivity and support to staff member and other Board members as they perform their duties;
Respect confidentiality regarding internal affairs;
Provide leadership within the Board and in the community on behalf of the Society and its programs;
Serve as an informal advocate for the organization in the community.

Although not required for Board membership, members are encouraged to support the Organization financially, and to assist in the identification and solicitation of potential donors, wherever possible.

FOR MORE INFORMATION CONTACT

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