## BOARD OF DIRECTORS – SECRETARY POSITION DESCRIPTION

Girls on the Run is a physical activity-based positive youth development program (PA-PYD) that uses running as a vehicle to influence positive social, cognitive, physical, emotional and psychological assets and development. Over the course of the program, girls will: develop and improve competence, feel confidence in who they are, develop strength of character, respond to others and oneself with care and compassion, create positive connections with peers and adults, and make a meaningful contribution to community and society. Such life skills will prevent unhealthy and risky behaviors, such as physical inactivity and negative body image, and promote positive health outcomes (e.g., physical, mental, social, and spiritual health).

Girls on the Run believes that all girls and communities should have access to our programs. We commit to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

Position Profile

A Girls on the Run Board Member must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. Board Members must take responsibility in raising funds and ensuring ongoing resources that support the organizational infrastructure and capacity for growth.

**As Secretary**

* With help from the Executive Committee, determines the council annual calendar
* Responsible for scheduling and communicating board meetings, updates, and events to all board members
* Works with the Executive Committee and Executive Director to create board meeting agendas
* Maintains records of the Board meetings, takes careful meeting minutes and ensures the effective management and distribution of records (copies, distributes for approval, files)
* Manages all board documentation and files
* Is familiar with the organization’s legal documents (Articles, By-Laws, IRS letters etc.) and brings them for access at board meetings

**As a Member of the Board**

**General Responsibilities**

* Builds a culture of quality, inclusivity and diversity among the council and its stakeholders
* Serves as an ambassador for GOTR, exhibiting GOTR core values. Continuously work to achieve the GOTR mission
* Develops positive relationships with volunteers, board members, donors, sponsors, parents, participants, media and other community members
* Stays informed about organizational activities and issues
* Prepares for and attend all Board meetings, relevant Committee meetings, and related activities and events
* Accountable for completing tasks and assignments pertaining to the organization
* Understands roles, responsibilities and scope of authority

**Provide Fiduciary and Governance Oversight**

* Supports and evaluate the Executive Director
* Monitors and strengthen program and services
* Protects organizational assets and provide financial oversight
* Ensures legal and ethical integrity
* Builds and maintain collegial working relationships with Board members, staff and volunteers
* Maintains ethical standards and accountability, manages risk, performs due diligence, and implements operational best practices

**Establish and Fulfill Strategic Direction**

* Ensures the mission and purpose of the organization is being fully activated within our community
* Engages in effective short and long range planning; determine goals, objectives, activities, and outcomes; actively participate in and be held accountable to the successful execution of the strategic plan
* Provides leadership, vision, and direction to council to ensure the program meets the needs of participants, volunteers and the community with an emphasis on diversity and inclusivity

**Ensure Resource Generation and Organizational Sustainability**

* Selects the Executive Director
* Ensures adequate long-term resources for organizational sustainability including but not limited to: financial security, volunteers, in-kind donations, operational goods and services
* Participates in the continual growth of an engaged and competent board
* Enhances the organization’s public standing by serving as an ambassador for the organization through leadership, networking, positive public relations and fundraising
* Makes a significant commitment of time, talent and a financial contribution to the organization
* Makes and secures financial gifts that will grow the capacity of the council and ensure its long-term sustainability.
* Establishes community partnerships with like-minded organizations that are well-aligned with GOTR mission
* Stays informed about organizational activities and issues