



# Secretary

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## *Position Description*

### **Organization**

Albuquerque Pride, Incorporated. In 1976 the lesbian, gay, bisexual, transgender, intersex, and queer/questioning community held the first LGBTIQ march. After many years of marches and parades, Albuquerque Pride, Inc. became a non-profit organization in 1996 and created the first PrideFest celebration. Our mission is to strengthen and affirm the lesbian, gay, bisexual, transgender, intersex, and queer/questioning community by offering education, outreach and advocacy through production of quality events.

### **Position**

This is an executive board position for a two year term and can be elected for consecutive terms. The election for secretary is held in August of odd numbered years. Position Elect is mentored by the current secretary starting September first of the election year until they officially take the position on January 1st of the following year. Position takes an average of 3-4 hours a week.

The secretary plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws.

### **Responsibilities**

- Acts as an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes.
- Have knowledge of the Albuquerque Pride's records and related materials, providing advice and resources to the board on topics such as governance issues, amendments to the state laws, and the like, that will assist them in fulfilling their fiduciary duties.
- Foster communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws.
- Acts as custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines.
- Keep the seal of the Association in safe custody and affix it to such papers and instruments as may be required in the regular course of business.
- Review and update documents as necessary, ensuring all documents are safely stored and readily accessible.
- Recordkeeping of board members and their attendance and voting eligibility. This also includes recordkeeping of committee members.
- Attend all board meetings in accordance with Albuquerque Pride's by-laws. Attendance is important to our success.



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- Serve as the chair of any committee formed by this position.
- Provide a committee progress report to the board of directors.
- If there is not a governance committee, will work directly with the board of directors to recruit new board members.
- Ensure the safety and accuracy of all board records.
- Review board minutes.
- Assume responsibilities of the president in the absence of the president, vice president of operations, and vice president of public relations.
- Provide notice of meetings of the board when such notice is required.
- Lead Albuquerque Pride's technical staff to design an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.).

## Qualifications

- High School Diploma.
- Good communication and written skills.
- Ability to phrase concisely, possess a clear audible speaking voice, be alert, and have good listening skills.
- A wide variety of expertise.
- Good sense of organization and attention to detail.
- Coursework and/or experience with business machines and practices.
- Demonstrated aptitude or competence for assigned responsibilities.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.
- Passionate about Albuquerque Pride's mission and able to promote and communicate the philosophy, mission and values of Albuquerque Pride to external and internal stakeholders.