



Job Title: Board Secretary

Location: Remote & in-person (virtual meetings & climbing clinics)

Position Type: Volunteer

Position Overview:

The Adaptive Climbing Coalition is seeking a dedicated and detail-oriented individual to serve as the Board Secretary. The Board Secretary is a key position responsible for maintaining accurate records of board meetings, ensuring compliance with legal and regulatory requirements, and supporting the overall governance of the organization. As board secretary you will also be a board director responsible for strategic decision making for the Adaptive Climbing Coalition.

Key Responsibilities:

- **Meeting Coordination:**
 - Schedule and coordinate virtual and annual in-person board meetings.
 - Work collaboratively with the board members to set meeting agenda.
- **Meeting Minutes:**
 - Attend board meetings and accurately record minutes.
 - Summarize discussions, decisions, and action items during meetings.
 - Distribute approved meeting minutes to board members and maintain a comprehensive record.
- **Compliance:**
 - Ensure the organization complies with all relevant legal and regulatory requirements.
 - Stay informed about changes in legislation affecting non-profit organizations and update the board accordingly.
- **Record Keeping and Documentation:**
 - Maintain organized and up-to-date records of board resolutions, policies, and official documents.
 - Assist in the preparation and distribution of the organization's annual reports and legal filings.
- **Communication:**
 - Facilitate communication between board members, ensuring timely dissemination of information.
 - Support organization by drafting official correspondence.

Qualifications:

- Previous experience in a secretarial or administrative role, preferably in a non-profit setting.
- Passion for and familiarity with the mission of the Adaptive Climbing Coalition.
- Multiple years of experience in the sport of rock climbing.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Familiarity with non-profit governance practices and legal requirements.
- Attention to detail and accuracy in record-keeping.
- Ability to work autonomously and in a group setting with other board members.
- Ahere to all ACC bylaws and director requirements.

Time Commitment:

The Board Secretary position requires a commitment of approximately 6-10 hours per month. This includes attendance at board meetings, preparation time, and any additional responsibilities as needed. As secretary you will serve for a two-year term limit with the opportunity for additional term limits.

How to Apply:

Interested individuals should submit a resume and cover letter outlining their qualifications and interest in the position to info@adaptiveclimbingcoalition.org. The Adaptive Climbing Coalition is an equal opportunity organization and encourages individuals from diverse backgrounds, including those with disabilities, to apply. If you have any questions, please contact the email above.

Note: This job description is a general outline of responsibilities and qualifications and may be subject to change based on the needs of the organization.