

Bemidji Pride Board of Directors Secretary Position Description:

In support of the Chair and Board, the Secretary:

1. Assists in creating meeting agendas
2. Takes and circulates meeting minutes.
3. Ensures information is distributed to Board members as needed.
4. Acts as custodian of records
5. Performs other duties assigned by Chair.
6. Keeps a working memory of the Pride committee for future improvement of the org.

The Secretary is responsible for maintaining the organizational memory and ensuring consistent, accurate documentation. This role is essential for transparency, continuity, and effective decision-making within the Board of Directors.

Responsibilities include the following:

- The Secretary takes detailed minutes during each Board of Directors meeting and circulates them in a timely manner. This includes documenting motions, votes, discussions, decisions, and follow-up actions.
- The Secretary ensures that all necessary files, records, and documentation are properly stored, organized, and accessible. As custodian of records, they maintain both digital and physical archives, ensuring compliance with organizational procedures.
- The Secretary distributes essential information to Board Members and committee leads, ensuring that everyone has the resources and updates needed to perform their duties.
- The Secretary keeps a “working memory” of the organization — tracking yearly processes, lessons learned, and historical decisions that support long-term improvement, continuity, and strategic planning.

The typical time commitment of the Secretary includes: Attendance at one monthly Board of Directors meeting (approximately two hours). Other related work varies but is estimated at 2–3 hours per month. In the 2–3 months leading up to the annual

Bemidji Pride event, all board of directors members, sub-committee leads, and major contributors should anticipate a gradual ramping up of time commitment (at and outside of meetings). In the weeks leading up to the main event, meetings occur weekly.