



Board Member, Secretary

Reports to:

Hang Tough Foundation Board of Directors

Responsibilities:

1. Meet all requirements as outlined by the Board Member Agreement
2. Serve on a committee, regularly attend meetings and complete assigned tasks.
3. Help recruit and mentor Committee of Advisors to assist in completing job duties.
4. Help identify, recruit, vet and orient new board member and advisors
5. Represent Hang Tough Foundation in the community and actively seek partnerships; to include program community partnerships, sponsorships and grant opportunities.
6. Help Foundation achieve strategic goals and mission
7. Serve on Executive Committee
8. Collaborates with President and Exec. Dir. to assemble Board Meeting Agenda
9. Communicates with Ad Hoc Committee Chairs to collect Consent Agenda items.
 - a. Minimum 2 weeks prior to deadline
10. Send notices to board regarding upcoming meeting date, time, and location.
11. Distributes Board Meeting Agenda and Consent Agenda Items to Board of Directors
 - a. At minimum, 5 days prior to meeting date.
12. Attend board meetings.
 - a. If unable to attend, designate a replacement to take notes
13. Complete roll call and establish quorum
14. Present (previous) board meeting notes at each meeting for approval
15. Ensure accuracy of board meeting minutes
 - a. Email Minutes to the board within 1 week of the meeting
16. Serve as (acting) President in absence of President and Vice President

Time Commitment:

5 hours week