

## **EXECUTIVE SECRETARY to the BOARD**

### **(Job Description Revised 2023)**

**Selection and Appointment:** The Executive Secretary is selected and appointed by the Executive Committee of the Eliot Board. Appointment is for a one-year term, renewable by the Board at its January retreat. The Executive Secretary is supervised by and responsible directly to the Board President.

**Qualifications:** Candidates must have excellent written and oral communication skills, must be word processing literate, and have access to a personal computer. Proficient in notetaking, Microsoft Word/Excel, Adobe Acrobat, Zoom, Doodle Polling, Google Docs, and be willing to learn other technology that assists in the work of the Board. Comfortable using cloud based storage platforms like Google Drive. Other qualifications being equal, preference will be given to an Eliot camper. The candidate will be supportive of the Eliot Board. An attitude of courtesy, confidentiality, friendliness, and helpfulness is essential for this position. In addition, the candidate needs to be comfortable taking initiative and being proactive in suggesting improvements to Board operations and supporting tools and documents.

**Remuneration:** The Executive Secretary shall act as an independent contractor for the Board. At the end of each contract, the Executive Secretary will submit a new contract for the next year, which will be approved for renewal in January at the annual retreat of the Board. At that time the Board will determine remuneration for the year, payable in equal monthly installments. The contractor will also receive a camp lottery bypass for one camp per year.

**General Responsibilities:** The Executive Secretary attends all Board meetings (currently the Board holds three meetings a year: a weekend long retreat in late January at Seabeck, a spring meeting, and a fall meeting). This position is responsible for recording all Board proceedings in an efficient and accurate manner, distributing minutes and identified action items, responding reasonably and appropriately to communications from the Board, and maintaining rosters as directed by the Board.

**Specific Responsibilities:** Please refer to the [chart](#) for a list of specific responsibilities. This list, while extensive, is not comprehensive; applicants should understand that reasonable extensions of this list are expected.

**Re-contracting:** The Executive Secretary should submit their interest for contract renewal annually by January 1st, to the Executive Committee. Following this, the board will approve contract renewal and compensation at their January retreat. As part of the contract renewal process, the Executive Committee may choose to solicit feedback or offer constructive comments about the contractor's performance, with the objectives of helping the contractor successfully complete the work to the Board's satisfaction.