

IBOK Board Member

Secretary Position

Primary Duties:

- Serve as a board member and attend all required meeting regularly, as specified in the bylaws (the role of Secretary)
- Responsible for ensuring that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include organization's founding documents, lists of directors, approved board and committee meeting minutes, financial reports, and other official records
- The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings
- The Secretary must have communication power to ensure that the proper notification is given of directors and members meetings as specified in the bylaws. The Secretary manages the general correspondence of the board of directors except for such correspondence assigned to others
- The Secretary provides items for the agenda as appropriate. The Secretary records meeting minutes as described above depending upon the bylaws and practices of the organization
- The Secretary may be designated by the board of directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, or other documents on behalf of organization
- Attend quarterly board meeting held in downtown Minneapolis for the term of one year or until their successors are elected

Experience:

- For nonprofit secretary position the candidate must completed secretarial courses at a community college or vocational school, referred to as Administrative Assistant or Business Administration
- Skills in basic computer programs such as Excel and other skills such as typing and business communication are must
- Interest for our mission and goal to fulfill the desire needs
- Experience of international Hindu communities are must (living outside from India)
- Must have 5 years nonprofit experience including leadership and board serving areas.
- Effective speaking, written and communication skills
- Previous computer skills are important and useful for this position
- Spiritual dedication or spiritual Hindu will be the required part to join this position

Additional Information:

Two paragraph bio or resume and a cover letter are requested to email ASAP otherwise the position will be filled.

How to Apply:

Email all requested materials to Sunita Batheja at iboksunita@gmail.com