



Role Responsibilities and Agreement

Adopted by the Board on December 12th, 2019

BOARD SECRETARY

UN|HUSHED is a 501(c)3 organization that publishes comprehensive sexuality education curricula and other materials, trains professionals on how to use those materials, and supports a broader, more inclusive global dialogue about sex and sexuality.

MISSION

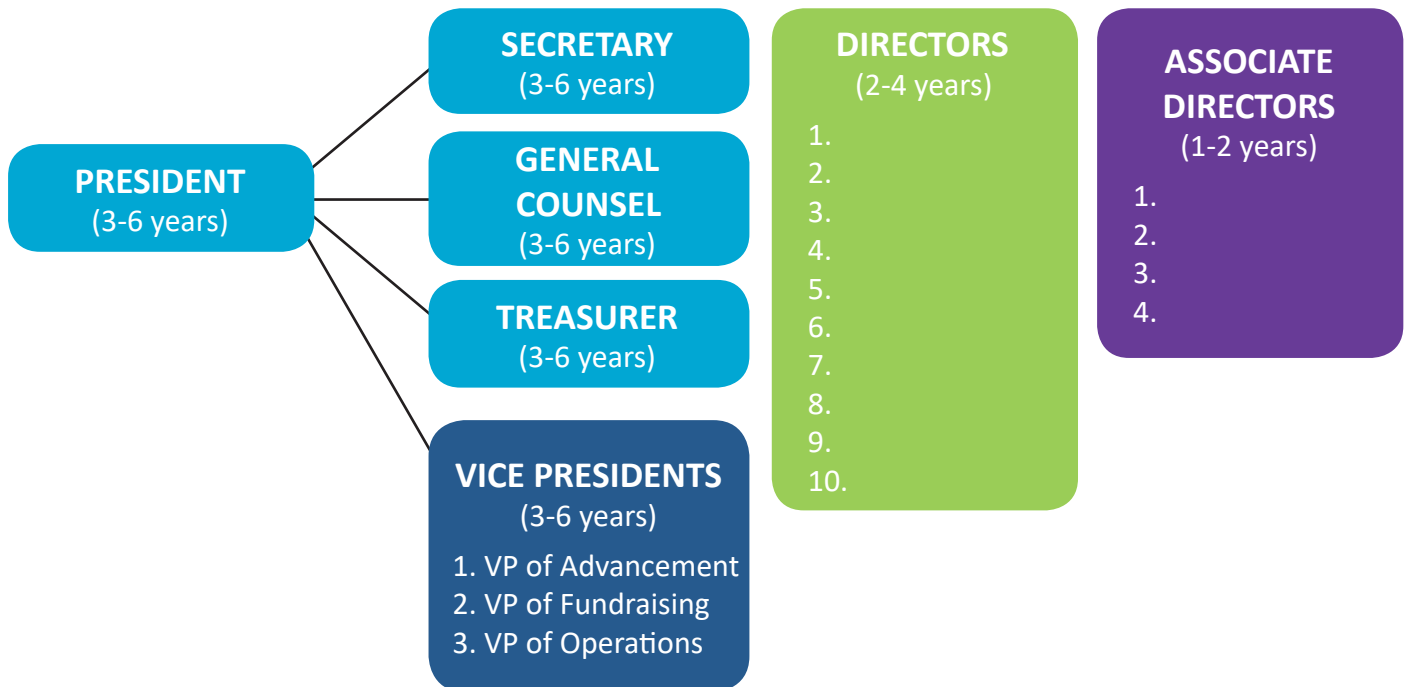
Breaking the social silence and stigma surrounding human sexuality.

BOARD STRUCTURE

UN|HUSHED Board of Directors (“BoD”) shall consist of no less than four (4) members and no more than twenty-one (21) members with minimum and maximum term limits.

Structure includes:

- **Four (4) experienced leaders** who’ve demonstrated ideal leadership and subject-matter skills,
- **Three (3) leaders-in-training** with team-building and executive leadership potential,
- **Ten (10) enrichment managers** who enjoy project-focused teamwork with specific goals, and
- **Four (4) young professionals** interested in work/study experience and/or initial board experience.





Board of Director Bylaws

- **Serve**—applicable, consecutive year(s) of membership, renewable for two consecutive terms (max).
- **Attend board and team meetings.**
 - Quarterly BoD meetings*
 - Monthly team meetings
 - Mentor/Mentee check-ins; 1:1s; etc.

NOTE: Two consecutive absences from quarterly BoD meetings will require Executive review of circumstances.
- **Give**—minimum financial support or raise equivalent fundraising in each fiscal year.
- **Implement**—actively participate in developing, implementing, and supporting initiatives, teams, and projects.
- **Identify**—and refer new member candidates and business opportunities.
- **Remain knowledgeable**—have a thorough understanding of the ongoing work we do and the UN|HUSHED mission.
- **Provide timely responses**—to correspondence and request for updates.
- **Participate in Slack**—build global community, increase project alignment, share ideas, and cultivate teamwork.
- **Utilize organization's resources**—e.g. G Suite email, cloud drive, document retention, calendar, conferencing, forms, QuickBooks, project management, business cards.

NOTE: Business cards are a personal expense.
- **Volunteer**—in our annual board event during summer board retreats, when we give back to local community.
- **Respect and comply**—with organizational values.

SECRETARY ROLE

In addition to bylaws adherence, the BoD Secretary is responsible for the following:

- Commitment to no less than 3 years in term office (with option to renew, by majority vote, for an additional 3-year term; 6 years maximum)
- Minimum financial contribution of \$900 per year (or \$75 monthly dues). Per bylaws, this support could also be obtained through individual fundraising
- Ongoing responsibility of the following initiatives:
 - o Prospect research - team co-working with two (2) Directors
 - o BoD annual meeting schedule, agendas, and minutes
 - o Document retention and management of records (G Drive)
 - o On- and Off-boarding checklists of members
- Quarterly team meetings with executive committee (i.e. President, General Counsel, and Treasurer)
- Quarterly team meetings with executive committee and Vice Presidents
- Mentoring one (1) Associate Director (ad hoc)