

Traditional Responsibilities of CBH Secretary

1. Take notes at and finalize draft Minutes of each Board meeting, and the partner Annual Meeting.
2. Arrange for proper storage of each Minutes document once approved by the Board, in electronic form in the appropriate folder in the shared CBH Google Drive, and in hard copy form in the main office.
3. Arrange for execution by each Director and then storage as indicated above of a Brit and Conflict of Interest form signed by each Director.
4. Prepare a binder for all new Board members containing all documents essential to service as a Director.
5. Assist in compiling an Annual Report for each Annual Meeting of the partners, including reports from Committee chairs and appropriate CBH officers.
6. Assume or delegate other clerical Board responsibilities, such as maintaining a Board directory, sending appropriate condolence cards or thank you notes, arranging for Director badges and nameplates, etc.
7. Serve as an additional signatory on CBH bank account documentation.