

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

BOARD SECRETARY

2. Work Location

Meetings are held in Bandon Library's Sprague Community Room. No office space is provided. The Secretary maintains records in a safe, secure environment of his/her choice.

3. Purpose of the Position

The BLFF Secretary records the proceedings of the BLFF Board of Directors. The Bylaws of the BLFF specify that the Secretary is an Officer of the Board and that the position of Secretary shall be the Librarian of the Bandon Library.

4. Responsibilities and Duties

- Serves as a BLFF Board Member (see Board Member documentation).
- Records and prepares minutes of board monthly and annual meetings and any special meetings.
- Distributes minutes to all board members and maintains a final copy of minutes approved by the Board.
- Maintains records in a safe, secure environment.
- Makes the records available for public inspection at the office of the BLFF's registered agent upon request.
- Has powers and performs such duties as the Board may prescribe.
- Serves in the position until a successor is duly elected and qualified.

5. Qualifications

- Knowledge of BLFF mission, bylaws, goals and objectives.
- Hold the position of Librarian, Bandon Public Library.

6. Commitment Expected

The Secretary is an ex-officio member of the Board and serves as specified in the BLFF Bylaws. The time commitment for keeping the record of proceedings of the BLFF is four to six hours monthly, which includes about 2 hours monthly for attending BLFF Board meetings.

7. Training

- BLFF President will assist a new Secretary in obtaining the necessary training and documentation.

8. Other

None