Idaho State University Foundation

Policy III H Board Secretary Job Description

1. Requirements
   
   a. Knowledge of the Foundation and personal commitment to its goals and objectives

   b. Have an understanding of the basic documents and procedures of the Foundation.

   c. Does not need to be a Board Member

2. Responsibilities

   The Board Secretary, with the assistance of the Executive Assistant of the Foundation, shall

   a. Certify and keep at the principal office of the Foundation the original or a copy of the articles of incorporation and bylaws as amended or otherwise altered to date.

   b. Keep at the principal office of the Foundation, or at such a place as the Board may determine, a book of minutes of all meetings of the directors and meetings of committees. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting, and the proceedings thereof.

   c. Ensure that all notices are duly given in accordance with the provisions of the bylaws or as required by law.

   d. Be custodian of the records and of the seal of the Foundation and affix the seal, as authorized by law or the provisions of the bylaws, to duly executed documents of the Foundation.

   e. In general, perform all duties incident to the office of Board Secretary and such other duties as may be required by law, by the articles of incorporation, or by the bylaws, or which may be assigned to him or her from time to time by the Board.

Date of Board Approval: October 2, 2009

Person responsible for the periodic review of policy and if necessary submits proposed revisions to the Board for approval: Board Secretary

Date of Last Review: June 2009