

# MCWT Board of Directors 2027 Secretary Description

## Accountability

The Secretary (or, in the Secretary's absence or incapacity, an Assistant Secretary) shall send or cause to be sent all required notices of meetings of the Board of Directors, shall receive and attend to all correspondence of the Board of Directors, shall manage documents belonging to the corporation (except as otherwise provided in the bylaws), and shall perform such other duties as usually pertain to the office or as shall be determined from time to time by the Board of Directors.

The Secretary is an executive and voting member of the board of directors of MCWT and is appointed in a manner consistent with the bylaws. The Secretary is accountable to the President and the Board for fulfilling the duties and responsibilities outlined below.

## Time Commitment

Approximately 10-15 hours per month, however, more during elections (usually July - December) plus attendance at MCWT events

## Term of Office

One year, with the potential to be re-elected for an additional one-year term.

## Roles and Responsibilities

The Secretary will ensure the effective functioning of the Board of Directors. She or he will schedule, plan, facilitate, and document Board meetings, lead Board elections and chair the Board Development committee.

### Responsibilities include:

- Manage and lead Board meetings
- Strengthen Board performance through the annual election process and other board development activities
- Participate in MCWT events to encourage women and strengthen partnerships with MCWT supporters
- Recruit leaders for Board and Advisory Board positions
- Participate in Executive Committee and Board Meetings each month. Lead Board Development Committee on a monthly basis.
- Secretary is expected to actively participate in annual strategy development and execution

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## Roles and Responsibilities

**Director Commitment.** While not legally binding, each Director will be expected to make a good faith effort to achieve one of the following commitments:

- **Fund Raising Commitment** - Commit to no less than \$10,000 (or equivalent) of fundraising each year - this can either be via the Director's Company's partnership activities, personal donations or leveraging the Director's network of contacts. The amount does not necessarily have to be incremental to prior giving from that source but should clearly be attributable to the Director. Or,
- **Skills Commitment** - Bring a unique and valuable skill to the board such as professional legal or financial credentials. Or,
- **Partnership Commitment** - Maintaining the Director's employer's participation at Diamond level or above

**Principle duties include:**

- Lead Board Meetings
- Manage the annual election process
- On-board new Directors

## Committee Membership

- Executive Committee
- Board Development Committee (Chair)

## Qualifications

- Commitment to MCWT's mission and strategic directions
- An understanding of good Board development practices
- Effective leadership of executive level meetings
- Strong communication and organizational skills
- Proven public speaker
- Fundraising experience preferred, but not required
- An ability to commit the time required to fulfill the responsibilities described
- Desired technology/STEM background or experience