

**ELIOT INSTITUTE  
EXECUTIVE SECRETARY to the BOARD**

**(Revised August 2018)**

**Selection and Appointment:** The Executive Secretary is selected and appointed by the Eliot Board. Appointment is for a one-year term, renewable by the Board at its January retreat. The Executive Secretary is responsible directly to the Board.

**Qualifications:** Candidates must have excellent written and oral communication skills, must be word processing literate, and have access to a personal computer. Proficient in notetaking, Microsoft Word/Excel, Adobe Acrobat, Zoom, Doodle Polling, Google Docs, and be willing to learn other technology that assists in the work of the Board. Comfortable using cloud based storage platforms like Google Drive. Preference will be given to an Eliot camper. The candidate will be supportive of the Eliot Board. An attitude of courtesy, confidentiality, friendliness, and helpfulness is essential for this position. In addition, the candidate needs to be comfortable taking initiative and being proactive in suggesting improvements to Board operations and supporting tools and documents.

**Remuneration:** The Executive Secretary shall act as an independent contractor for the Board, renewable annually in January at the annual retreat of the Board. At that time the Board will determine remuneration for the year, payable in equal monthly installments. The contractor will also receive a camp lottery bypass for one camp per year.

**General Responsibilities:** The Executive Secretary attends all Board meetings (currently the Board holds three meetings a year: a weekend long retreat in late January at Sebeck, a spring meeting, and a fall meeting). This position is responsible for recording all Board proceedings in an efficient and accurate manner, distributing minutes and identified action items immediately following each meeting, responding reasonably and appropriately to communications from the Board, and maintaining rosters as directed by the Board.

**Specific Responsibilities:**

GENERAL

- Maintain a current Board minutes e-mail list to include Board members, Eliot staff, and others as requested.
- Maintain the following rosters:
  - Eliot Institute Board and Staff
  - Eliot Institute Deans, Board Representatives, Chaplains and Speakers
  - Eliot Institute Committees
  - Past Eliot Camp Staff
- Maintain copies of minutes and ensure these are accessible at each Board Meeting. Upload minutes to Eliot's Google Drive location after they've been approved by the Board.
- Board Decisions Made This Year - At year's end prepare a document of decisions made by the board during the year. This document is to be sent to the board for inclusion in reports for the January Board meeting.
- Complete other related tasks as deemed necessary by the Board, which fall under the general heading of Executive Secretary.
- Quarterly, submit to the Treasurer an accounting of hours worked.

## BOARD MEETING TASKS

- Assist the President in preparation and distribution of meeting agendas in advance of each Board meeting.
- Maintain an “annual Eliot time line” to assist the President in ensuring that the business of the Board is well tracked and completed in a timely manner.
- Attend all Board meetings.
- Within one week (or up to two weeks after January meeting) prepare the following documents and distribute via email to Board and Staff:
  - Minutes of Meeting and Reports (collated)
  - To Do List (Action Items) from minutes for each board and staff member (invite board and staff to submit their list to you for incorporation). This list could include agenda items for next meeting.
- Upload approved minutes and reports to Eliot's Google Drive.
- Maintain a running confirmation of completed tasks for the board.

## WEBSITE DOCUMENTS

- **BOARD MANUAL:** Update Eliot Board Manual as required, upload to website.
- **CAMP JOB DESCRIPTIONS:** Update Eliot Camp and Staff job descriptions when needed, upload to website.

## CAMP DOCUMENTS

- **SURVEYS:** Collate and distribute the results of evaluations done by campers within two months after each camp.
- **NOTES FROM ELIOT/SEABECK INFORMATIONAL MEETING:** If present at camp, take notes at this meeting. If you are not present, then the Board Representative will send you notes taken. These notes are to be prepared and sent to the Board.
- **DEAN AND STAFF REPORTS:** If needed, format these reports when received from the Deans, forward to appropriate groups (typically the Board, Board Staff, and Deans for that camp for the current and upcoming years), and save to Eliot's files.

### **Re-contracting:**

The Executive Secretary should submit a proposed contract renewal annually by January 1st, including desired compensation, to the Executive Committee for their discussion. Following this, the board will approve renewal and compensation at their January retreat. As part of the contract renewal process, the Executive Committee may choose to solicit feedback or offer constructive comments about the contractor's performance, with the objectives of helping the contractor successfully complete the work to the Board's satisfaction.