



Bike Buckeye Lake
PO Box 523
Buckeye Lake, Ohio 43008
info@BikeBuckeyeLake.org

BOARD SECRETARY

Open Volunteer Position

The Board Secretary will play a critical role in fostering communication inside and outside of the Bike Buckeye Lake organization, and ensuring proper management of Bike Buckeye Lake's records. As the custodian of the organization's electronic and paper records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements, such as annual filing deadlines. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

Responsibilities include:

- Record and archive "minutes" (discussion and votes) of each Board of Directors meeting. Minutes are an important organizational, legal document containing key information and board action items
- Schedule and provide notice of board meetings to the Board of Directors
- Timely distribution of meeting materials, such as agendas and meeting minutes
- Assist board members with record keeping, and storage of documents
- Assist in donor, volunteer and Tour de Buckeye Lake rider communications as needed
- Miscellaneous duties as needed

Required Skills:

- Well organized
- Dependable
- Excellent written and communication skills
- Knowledgeable of Microsoft Office products, such as Word, Excel and PowerPoint
- Knowledgeable of Google products, such as Gmail
- Prior nonprofit secretarial experience a plus
- Prior experience using/managing cloud-based document storage a plus

Qualifications:

- Prior secretarial or similar experience preferred
- Able to dedicate time to Board of Director meetings and assist with efforts
- Enthusiasm for the mission and vision of Bike Buckeye Lake

If you are interested in the Board Secretary position, please contact Bike Buckeye Lake Board President, Jeff Ritter at jeff.ritter@bikebuckeyelake.org.