



KINGDOM Group International, Incorporated BOARD OF DIRECTORS

Secretary - Executive Committee Board Member - Job Description

The KINGDOM Group's Secretary Job Description:

The Secretary's role is to ensure effective communication and recordkeeping of the organization with the Board of Directors and staff.

Ideal candidates will:

- Possess adequate verbal and written communication skills
- Manage Standard Operating Procedures (SOP's) and make them available as needed
- Keep bylaws and all amendments
- Assist with the call for applications/nominations for awards, open chair positions
- Serve on Nominating committee, and keep track of terms of Board of Directors

Monthly tasks:

- Keep a record of minutes and votes for all Executive Committee and Board of Directors meetings
- Be present at The KINGDOM Group events
- Attend Executive Committee meetings
- Attend Board meetings

BOD shall have the following responsibilities:

- Attend a minimum of 75% of regular BOD meetings: 3 of 4 quarterly board meetings (typically held fourth Thursday of the last month of each quarter)
- Participate at a high level on a committee/special project; includes but not limited to attendance at committee meetings, participation at events, other specific committee needs
- Participation in recruiting/retention for members (individual and corporate)
- Assist with personal invites for UNITY events and other events supported by the KINGDOM Group
- Work to promote goals and purposes of KINGDOM Group, including progress with strategic plan and other BOD focus areas
- Contribute to The KINGDOM Group at least \$600 annually (Approx. \$50 per month)