



Business Leaders Linked to Encourage New Directions
P.O. Box 3505
Grand Rapids, MI 49501

BL²END Board

Secretary, Executive Board Position Description

Objective: To assist the Executive Committee and Board of Directors with all administrative duties

Responsibilities:

- Work with Executive Board to develop annual budget
- Create projection budgets for upcoming fiscal year(s)
- Attend Board meeting and take notes at meeting
- Attend Executive Board Conference Calls and take notes during the call
- Regularly check and maintain BL²END info and eboard email account
 - Send new additions to email list welcome email
 - Double check all bounce backs for email address accuracy
 - Forward messages appropriately
 - Clean, move, delete all other messages
- Save all operational documents, notes, financial forms, agenda to thumbdrive
- Prepare new meeting agenda's monthly
- Send out prior meeting minutes, new meeting agenda, and current month budget to all board members one week prior to monthly board meetings and upload documents to website
- Collect new participant forms from all BL²END events to add them to our email list
- Update and maintain annual event calendar

Requirements:

- Detail-oriented
- Experience in strategic planning
- Expert all Microsoft programs
- Leadership experience and management skills
- Ability to delegate
- Promote BL²END within your personal and professional networks
- Commit to a minimum two-year term
- 10 - 15 hours each month
- Attend all events and board meetings



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Benefits:

- Positively impact the experience of diverse professionals in Grand Rapids
- Gain experience in leading a 100% volunteer, 501c7 nonprofit organization
- Opportunity to network with diverse business and community leaders
- Recognition as a leader of one of Grand Rapids' premier organizations for diversity
- Build and improve personal and professional brand