



Renton Sailing Center

Board Member Position Description: **Secretary**

About Renton Sailing Center

Founded in 1965, Renton Sailing Center (RSC) is a 501(c)(3) non-profit community sailing organization dedicated to the sport of sailing. We foster a family-like atmosphere to support the interests of sailors of all abilities. RSC offers: sailing instruction through classes and clinics, open sailing, racing, fun activities, women's sailing, and a variety of sailing vessels.

The Purposes and Objectives as stated in the 2020 By-Laws are to *provide services and facilities for the following:*

- a. Provide education in the safe and proper handling of sailboats.*
- b. Conduct US Sailing Small Boat and Basic Keelboat sailing school, including offering instruction to the public.*
- c. Foster good sportsmanship and love of the water for sailors of all abilities through classes, clinics, races, and recreational sailing.*
- d. Prepare sailors for participation in national and international competition.*
- e. Cooperate with and coordinate the activities of this corporation with other organizations or agencies to help promote the aims and purposes of this organization.*
- f. Promote the sport of sailing throughout the greater Renton community.*

For more information, please see RSC's website at www.rentonsailing.org

Position

The Board will support the work of RSC and provide not only mission-based leadership and strategic governance, but also participate in and work with member volunteers to ensure day-to-day operations are met. Involvement of the Board is both critical and expected.

Position-specific duties

The Secretary is responsible for the following:

General:

- Participate as a vital part of the Board leadership. (ongoing)
- Maintain knowledge of the organization and personal commitment to its goals and objectives. (ongoing)
- Conduct new Board member orientation. (annually, Jan-Feb)
- Serve on at least one committee, as needed. (ongoing)
- Attend Board meetings. (monthly)
- Attend membership meetings. (monthly)
- Ensure RSC's commitment to a diverse Board and membership that reflects the community that RSC serves. (ongoing)
- Prepare newsletter content including articles and photographs. (ongoing)
- Approve invoices & expense reimbursements according to the spending approval policy. (ongoing)
- Create and update policies and procedures as needed. All new and updated policies and procedures should be presented to and approved by the board. (ongoing)
- Participate in fundraising activities. (ongoing)

Position-specific:

- Take minutes at all monthly member meetings and Board meetings and ensure minutes are approved at the following meeting. (monthly)
- Ensure the safety and accuracy of all meeting and membership records. (ongoing)
- Deposit checks in the bank and provide membership data including check number and amount to the Treasurer. (ongoing)
- Record advancements after approval by the Chief Dockmaster or submission of complete keelboat signoff with payment of keelboat dues. (ongoing)
- Provide existing advanced and keelboat members with new combinations when locks are changed according to RSC policy. (annually, April; and ongoing as members complete advanced signoff and are confirmed by Chief Dockmaster, and as keelboat sign offs are completed).
- Update of RSC brochure. (annually)
- Collect the mail, scan and distribute electronically as needed.
- Appoint a secondary mail collector (Board Member) and provide the key.
- Generate thank-you cards for donors, except high-value donations which the President signs.

Fundraising

RSC recognizes that Board Members contribute a vast amount of time and energy to the Center. It is expected that Board Members are expected to participate in fundraising activities in support of RSC.

As RSC solicits contributions from foundations, organizations, and its members, RSC board members are encouraged--though not required--to personally make an annual financial contribution that is meaningful to them individually.

Board terms/participation

The Secretary will serve a two-year term, beginning immediately after odd-year elections at the January membership meeting. This position is eligible for re-election after the term is complete. Board members are expected to attend both the monthly board and membership meetings, which will be held at different times during the month (i.e., first and last parts of the month).

Qualifications

This is an extraordinary opportunity for an individual who is passionate about RSC's mission and vision, and who has leadership experience.

Ideal candidates will have the following qualifications:

- A commitment to and understanding of RSC's operations, mission and vision.
- Ability to foster relationships among diverse individuals on the Board and within RSC membership.
- Personal qualities of integrity, credibility, and a passion for building community sailing in our region.

Specialized skills

- Microsoft Word experience.
- High level of organization.
- Detail-oriented.
- Knowledge of Salesforce preferred.
- Knowledge of GoogleDocs preferred.

Service on RSC's Board of Directors is without remuneration.