



MentorCONNECT: Board Secretary Job Description

This is an extraordinary opportunity for an individual who is passionate about the Vision and Mission of MentorCONNECT, has a strong interest in and aptitude for detail-orientation and administrative matters, and is a leadership-minded team player.

Who We Are

MentorCONNECT is the first global non-profit eating disorders mentoring community. To date, we have welcomed more than 3,000 members, of whom 98% are female. 87% are from the USA, 5% are from Canada, and 8% are from 43 other countries. Members range in age from 14-70, and are recovering from the full spectrum of eating disorders. Fully 10% of those who apply to participate in our community are recovered from an eating disorder.

Vision and Mission

Vision: MentorCONNECT's Vision is to provide individuals with the means to break through the isolation of eating disorders by sharing the tools of recovery in supporting relationships.

Mission: We accomplish this Mission by connecting members individually and in groups with mentors to share experiences, provide guidance, and help each other through the struggles and triumphs of our journeys.

501(c)3

MentorCONNECT is recognized by the Internal Revenue Service as a registered 501(c)3 not-for-profit corporation as of January 1, 2011. MentorCONNECT is also recognized by the state of Texas as a nonprofit corporation as of May 28, 2010.

Board Member Hallmarks of Success

In order to succeed as a board member, the candidate must be willing to be proactive and volunteer for tasks and must be interested in working in a collaborative, mutually respectful, team-based environment. Candidates who have a good sense of humor, are bright and interested in exploring uncharted territories and new possibilities, are creative thinkers, are caring and compassionate, are willing to speak up and share their thoughts, and are willing to dig in and learn about eating disorders and mental health/recovery issues (if they are new to these arenas) are an asset to our organization. We are as interested in board members who do not have personal experience with eating disorders as those who do. Diversity helps us to serve our community more effectively.

Compensation & Term Length

Board member service is a non-compensated position as specified by the organizational bylaws. The Board Chair and Secretary have 3-year terms. The Board Treasurer and Vice Chair and all other Directors have 2-year terms.



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Three Legal Duties of a Non-Profit Board Member

The following three legal duties are required of board members for all non-profit organizations:

1. Duty of Care: pay attention to what is going on inside the organization and make sound decisions based on accurate information
2. Duty of loyalty: put the organization's wellbeing above any other interests when making decisions on behalf of the organization
3. Duty of obedience: act in accordance with the organization's vision, mission, goals, and bylaws

Mentor Connect Board Member Roles and Responsibilities

Vision, Mission & Programming

1. Stays informed about the organization's mission, services, policies, and programs
2. Commits to informing others about the organization
3. Keeps up-to-date on developments in the organization's field

Board and Committee Meeting Attendance and Participation; Time Commitment Per Meeting

1. Regularly prepares for and attends board meetings and important related meetings and special events (3-4 hours per meeting – including preparation; minimum 4 times annually)
2. Makes a serious commitment to participate actively in committee work by joining and participating in one or more committees per term (1-2 hours per meeting as needed)
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Is an active participant in the board's annual evaluation and planning efforts

Finance, Fundraising & Giving

1. Assists the board in carrying out its fiduciary responsibilities, including but not limited to such tasks as reviewing the organization's quarterly and annual financial statements
2. Makes an annual financial contribution to the organization at a personally appropriate level
3. Participates in fundraising for the organization as applicable

Management, Governance & Sustainability

1. Suggests possible nominees to the board who can make significant contributions to the work of the board, its committees and the organization
2. Follows and assists with upholding all bylaws, conflict-of-interest, confidentiality and other policies
3. Refrains from making special personal requests of the paid staff and leadership-level volunteers



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Secretary Role (from Organizational Bylaws)

The Secretary shall be responsible for keeping records of Board actions, sending out notice of regular and special meetings, be custodian of the Corporation's records, and any other such duties as from time to time may be assigned by the Chair or by the Board, as well as any duties given in accordance with these Bylaws or as required by law. This includes but is not limited to the creation and distribution of meeting minutes and agendas to the Board of Directors.

Secretary Specific Job Duties

The following activities are required in the Secretary role (the current estimate of time required is less than one hour per month for activities not related to meetings, which are covered above):

- Board Book. Keeping written records (hard copy or e-copy) of all Board actions, including quarterly board meeting minutes, special meeting minutes, committee meeting minutes, revisions to nonprofit documents (Bylaws, et al), contracts, vote by Proxy forms, and other such documentation as mandated by the IRS for a 501c3 nonprofit entity.
- Meeting Minutes. Keeping the minutes of the quarterly and special board meetings, distributing minutes to all voting Board members prior to each upcoming meeting, presenting the meeting minutes for ratification during each quarterly board meeting, filing meeting minutes in the Board book. Filing meeting minutes submitted by committee chairs in the official Board Book.
- Other Assistance. From time to time the Board may request additional assistance with meeting minutes, documentation, or other appropriate Secretarial support.