

FIRST Indiana Robotics Board Secretary



The mission of FIRST Indiana Robotics (FIN) is to inspire young people to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation and foster well-rounded life capabilities including self-confidence, communication, and leadership. FIN is searching for a committed and experienced individual to serve as the next Vice Chair of our Board of Directors to provide leadership and guidance in achieving our mission.

Duties

Board Secretary ensures the smooth and legal functioning of the board, focusing on record-keeping, meeting logistics, and communication. This role involves scheduling meetings, distributing materials, taking minutes, maintaining accurate records, and ensuring compliance with bylaws and legal requirements.

- **Meeting Management**
 - Schedules board meetings, prepares agendas, distributes meeting notes, and ensures proper notice to board members.
- **Record Keeping**
 - Maintains accurate records of board proceedings, minutes, contracts, and other official documents.
- **Communication**
 - Facilitates communication among board members, ensuring timely distribution of information and addressing any questions or concerns.
- **Compliance**
 - Ensures adherence to state and federal laws and the organization's bylaws, including meeting deadlines and filing requirements.
- **Membership Records**
 - Maintains accurate records of board members and other relevant stakeholders, including membership lists and contact information.
- **Minute Taking**
 - Records detailed minutes of board meetings, ensuring accuracy and completeness, and distributes them to board members.
- **Board Member Orientation**
 - Assists in onboarding new board members, providing them with necessary information and resources.
- **Document Management**
 - Ensures the secure storage and accessibility of all official board documents and contracts.

Qualifications

Required

- Mastery knowledge of Google Workspace and the Google Admin Console
- Mastery of Google Drive and Google Drive management best practices
- Knowledge of Robert's Rules of Order
- 2+ years of experience on a nonprofit board
- Knowledge of & involvement in the FIN community
- Previous management & leadership experience
- Able to contribute a personally significant mix of time, talent, and treasure to the organization

Preferred

- 5+ years of experience with all levels of FIRST programs
- Previous non-profit leadership experience
- Previous experience with institutional digital management
- Experiencing directing teams and leading groups

Time Commitment

- Average of 1-2 hours a week working with FIN staff and addressing concerns and Board business.
- Average of 5 hours a month preparing for board & executive committee meetings.

Board member terms are 2 years with the Secretary being elected in odd years. Board members are term-limited to serve no more than 8 consecutive years as a Director.

If you are interested in learning more about the position, please contact the search committee at boardsearch@indianafirst.org.