



Secretary

Equality Loudoun

DETAILS

- Location: Loudoun County, VA
- Date: March 2023 - March 2025
- Salary Range: Volunteer
- Travel: Local and occasional regional travel
- Reports To: Board President
- Application Deadline: Not Open

ABOUT US

Equality Loudoun is a non-profit organization that advocates, educates, defends, and builds community to support LGBTQ+ equality in Loudoun County. Equality Loudoun envisions an inclusive community where LGBTQ+ people and other marginalized groups are fully embraced by active allies and can live safely and openly.

THE OPPORTUNITY

The Board Secretary of an LGBTQIA+ nonprofit organization is primarily responsible for coordinating the recording of board meeting minutes and maintaining organizational documents and records. In addition to the member-at-large responsibilities and in accordance with the organizational bylaws, the Secretary shall be responsible for the following:

Responsibilities:

- Coordinate the recording of board meeting minutes and maintain organizational documents and records.
- Manage board meeting minutes, including drafting, obtaining approval from the Chair, and distributing to the Board.
- Ensure minutes reflect meetings' activities objectively and include essential information such as attendance, agenda, key issues, votes, and action items.
- Distribute meeting minutes to members promptly after each meeting.
- Maintain familiarity with legal documents (articles, by-laws, IRS letters, etc.) for reference during board meetings.
- Keep a chart of starting and ending dates for each Board member.
- Work with the Executive Director to consolidate and effectively document all decisions and documents for Equality Loudoun.

Required Skills:

- Strong organizational and record-keeping abilities.
- Excellent written communication skills.
- Attention to detail and accuracy in recording meeting minutes.
- Familiarity with legal documents and procedures related to nonprofit organizations.
- Ability to work collaboratively with the Board and Executive Director.
- Punctuality and ability to meet deadlines for distributing meeting minutes.
- Proficiency in MS Office or similar productivity tools for documentation purposes.

ADDITIONAL REQUIREMENTS

- A strong commitment to LGBTQIA+ rights and advocacy.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders, including board members, staff, and external partners.
- Demonstrate attention to detail and self-review
- Positive attitude, creative, mission-driven, self-directed
- Live in Loudoun County, VA

DETAILS

- Part-time volunteer position 5-10 hours/month. There are no employment benefits.
- Work-from-home position with periodic visits to program sites and events within Loudoun County, VA
- Job Type: 2-Year Appointment
- Benefits include a flexible schedule and high degree of community involvement