



Volunteer Opportunity: Board Secretary

Are you passionate about making a difference in your community? Do you have excellent organizational and communication skills? We seek a dedicated individual to join our team as the Board Secretary.

Position: Board Secretary

Reports to: Affirmation President

Location: Virtual and In-Person

Time Commitment:

- Virtual: Two-hour board meeting held every month on the second Sunday of the month
- Virtual: The personal time taken to compile and present the board minutes to the Executive Committee monthly
- In-Person or Virtual: Attend Affirmation Annual Conference

About Us: Affirmation creates worldwide communities of safety, love, and hope and promotes understanding, acceptance, and self-determination of individuals of diverse sexual orientations, gender identities, and expressions. We affirm the inherent self-worth of LGBTQIA+ individuals as complete, equal, and valuable persons and support them as they define their individual spirituality and intersection with The Church of Jesus Christ of Latter-day Saints.

Role and Responsibilities: As the Board Secretary, you will play a crucial role in ensuring the smooth functioning of our board meetings and maintaining accurate records. Your responsibilities will include:

- Taking and maintaining accurate minutes of board meetings
- Managing board correspondence and documentation
- Ensuring compliance with legal and organizational requirements
- Supporting the board with administrative tasks as needed



Qualifications:

- Excellent organizational and time-management skills
- Strong written and verbal communication abilities in English
- Ability to provide meeting minutes in a timely manner - usually within one to two weeks of the board meeting
- Attention to detail and accuracy
- Ability to handle sensitive information with confidentiality
- Proficiency in Google Workspace
- Previous experience in a similar role or with board governance is a plus

Benefits:

- Make a meaningful impact in the Affirmation community
- Develop valuable skills and experience in nonprofit governance
- Network with passionate and like-minded individuals
- Receive recognition and appreciation for your contributions

How to Apply: If you are interested in this exciting opportunity, [please use this link to apply online](#).

All applications should be submitted by 11:59 p.m. Mountain Time, July 5, 2024. Questions can be directed to executive@affirmation.org. Only complete applications will be considered.

Join us in making a difference! Your skills and dedication will help us achieve our mission and create a lasting positive impact.

Thank you for your interest in volunteering with Affirmation: LGBT Mormons, Families, and Friends. We look forward to welcoming you to our team.