

**KAFP BOARD OF DIRECTORS  
JOB DESCRIPTION  
SECRETARY**

**BASIC FUNCTIONS**

- Serve as an executive officer
- Executive officers will be responsible for reviewing current and drafting new KAFP policies and governance practices.
- Steps in for the president-elect in their absence
- Serve as the board representative to the membership committee

**DUTIES, RESPONSIBILITIES AND AUTHORITY**

- Sees that the organizational structure and policies of the organization are reviewed annually with the CEO.
- Supports policies and programs adopted by the board of directors.
- Promotes interest and active participation in the organization on the part of the membership.
- Serves with the executive committee to conduct an annual performance review of the CEO and takes part in any contract negotiations in collaboration with the executive committee, the CEO and the board of directors.
- Uses their time on the board to evaluate interest and capability to run for president-elect at the end of their term.
- Ensures the organization continues its focus on the resonating themes of innovation, financial sustainability and diversity, equity and inclusion.
- Informing the board of all actual and potential conflicts of interest relating to the general purposes and activities of the organization and to specific issues before the board.

**QUALIFICATIONS AND TERM OF OFFICE**

- The secretary shall be an active member in good standing
- The leadership development committee to consider nominees with appropriate relevant experience.
- Preferred experience and comprehension:
  - Past board leadership experience (preferred within the KAFP and/or AAFP)
  - Excellent communication skills
  - Aptitude for prioritizing work
  - Familiarity with non-profit organizational structure
- The term of secretary is two years and does not automatically succeed to president-elect. The term limit for this position is two terms.

**TIME COMMITMENT**

The secretary has many time-consuming demands from conducting Academy business, resulting in approximately two to three hours of time per month. Additionally, it is expected the secretary will attend all KAFP conferences and any other meetings or conferences as requested.

**EXPECTATIONS**

It is expected of all board members to attend and actively participate in board meetings. This includes coming to meetings prepared, having reviewed the meeting materials in advance.

It is further expected of all board members to participate in and promptly respond to communication from the CEO and other board members when conducting Academy business outside of board meetings.

Further, it is expected each board member will contribute in some way to the KAFP Foundation. Contributions come in many forms including financial donations, in-kind gifts or making introductions to potential donors or partners.

KAFP board members have fiduciary responsibilities as well and are expected to uphold them. Fiduciary duty requires board members to stay objective, unselfish, responsible, honest, trustworthy and efficient. Board members serve as stewards of the Academy and must always act for the good of the organization, rather than for the benefit of themselves.