



Secretary - Officer

A Ministry Position

Organizational Overview:

Step By Step Worldwide Ministries exists to rescue Abandoned Children with Special Needs, and to demonstrate the love of God toward every life He places into our care. Our commitment is to provide each of our children and resident adults with our Three-fold Purpose, "A Home - A Hope - A Future." We as a mission organization and family of faith, have committed to love unconditionally, show Christ-like compassion to the destitute, while using whatever gifts and resources we have, to help meet the needs of not only the children we receive, but also those in the local community. Our international base is established in Ghana, West Africa, and as the Lord directs our steps, we will fulfill the name He has given us, by expanding to additional nations worldwide.

Personal Expectations:

The individual selected must embrace and be a willing public representative of the organization, promoting the organization personally, in a manner of gentleness, kindness, and humility. A Director for Step By Step Worldwide Ministries must display our core values at all times, presenting themselves as the ambassador of the organization.

Character Required for the Position:

The individual selected as the Board Secretary, must reflect the biblical values outlined in our statement of faith. In all areas of responsibility, the likeness of Christ must be imitated and demonstrated in word and deed. At all times the individual shall demonstrate the character and conduct of the Holy Spirit, exuding God's love and faithfulness to others.

Financial Commitment:

Every calendar year, each Director shall be expected to demonstrate their priority and commitment to the Corporation through giving. The contribution must be measurable, defined, recognized, and approved by the Board of Directors, and recorded in the minutes of the Year End Board of Director's meeting.

General Description of Position:

The Secretary is the "Communicator in Chief" of the organization and shall accurately chronicle, store, update, and maintain all legally required state and Federal records of the non-profit organization, utilizing corporate accessible digital files kept on the corporate Google Drive page. The Secretary is the point person of communication to the governing Board, all sub-coordinators and committees, and all governmental entities.

Overview of Duties/Responsibilities:

General duties and responsibilities include the responsibility to record and maintain all meeting minutes, preserve all organizational records, and act as the administrator in regard to legal document presentations to the Governing body. The Board Secretary shall serve as the custodian and historian of all past and present organizational, financial, tax records, and serve as liaison/point-of-contact for all governmental interactions.

Qualifications/Experience/Abilities:

- Short hand recording skills (Not a necessity)
- Proficiency in Word, PowerPoint, Excel, and cloud filing systems

- Skill to communicate, disseminate and instruct others, on protocols concerning lawful organizational procedures
- High level of written, oral, and interpersonal communication skills
- Project and time management skills including the ability to multi-task with accuracy
- Proactive mindset with the self-motivation and ability to influence and work with others
- Detail oriented, dependable, faithful, and passionate for the work at hand

Recording of Organizational procedures:

- The Secretary shall keep the record of minutes of the board of directors.
- The Secretary shall keep a record of all time related action items, noting due dates and follow-up with the governing body.

Record Keeping:

- Shall maintain all records [but not necessarily record] all committee meeting minutes.
- Should a seal be warranted, the Secretary shall have the custody of the seal of the corporation and shall affix and attest the same to documents when duly authorized by the board of directors.
- shall have charge of such books and papers as the board of directors may direct
- Shall keep concise and transparent records
- Shall be the primary custodian of sensitive, confidential information, official records, and shall duly protect all data and communications, judiciously dividing publicly and privately accessible records.

Administration:

- The Secretary is the expert on the non-profit's bylaws, board procedures, best practices, and record keeping.
- Must accurately disseminate procedural roadmaps crucial to the governing body's decision making.
- The secretary must continually update Federal and State requirements in regard to the organization's governing functions
- The Secretary shall attend to the giving, serving, and recording of all notices of the corporation in regard to scheduled meetings, annual Conflict-of-Interest Agreements, and Board related federal and state obligations.

Communication:

- The Secretary is the Board communication point of contact in regard to meeting attendance, distribution of agenda/meeting minutes materials, and the timely announcement of decisions affecting the governing of the organization.
- The Secretary has the responsibility to follow-up with individuals or groups in regard to time related action items recorded in either Board meetings or Committee meetings.

Board Meetings:

- Must be present at all meetings of the Board of Directors.
- May request an interim meeting to present time sensitive issues relating to the operation of the organization.
- Responsible for general planning of all meeting agendas, schedules, time allocation, and prioritization of topics.

Term of Office:

(Organizational Bylaws Article 3 Section 2) - At each annual meeting held during an election year, or during a specified interim meeting, the currently seated members of the board shall elect directors to hold office for renewable terms of three years. Each director shall hold office until the expiration of the term for which he or she was elected, and if applicable, until his or her successor has been elected and shall have qualified, or until his or her prior resignation or removal.

The Board Secretary is a Volunteer Ministry Position.

Interested candidates should apply directly by contacting the organization via our website, phone, social media, or in person.

Step By Step Worldwide Ministries is registered as a **501c3** non-profit charity in good standing with the United States Department of Internal Revenue. **EIN# 84-3369147**. Please find our profile on GuideStar, where we have been awarded the "Platinum" level of participation demonstrating our commitment to nonprofit transparency.

(This position is open as of the latest update of this document)

01/01/2023

www.stepbystepworldwide.org