



POSITION DESCRIPTION

Board Secretary

Reports to: President

Location: Kotzebue

Schedule: Regular, Full-Time

FSLA Status: Non Exempt

Salary: DOE

JOB SUMMARY/OBJECTIVE:

To have the most efficient and effective systems for preparation, receipt, filing and distribution of correspondence and other documents. To have the most efficient and efficient systems for preparing for Board committee, and board meetings.

ESSENTIAL FUNCTIONS:

1. **Notify Board members of meeting dates for Regular, special or committee meetings for the KIC board of directors, and the public.**
2. **Prepare meeting minutes and committee notes, and upload all meeting materials to SHAREFILE prior to meetings.**
3. **Manage all logistics for board related meetings including preparation of meeting space, maintenance of electronic devices used to record meetings, setup of teleconference and multimedia equipment as required.**
4. **Maintain meeting attendance records of directors.**
5. **Make arrangement for meals for board members and staff during meetings, regular, committee or special meetings, when necessary.**
6. **Prepare correspondence, memorandum, annual meeting minutes and any other documents as directed by the President and CEO.**
7. **Manage Board travel arrangement including airline reservations/ticketing, lodging, automobile rentals, conference/training registrations, and preparation of per diem requests as required.**
8. **Design and/or maintain a corporate filing system for storage of corporate documents such as Board resolutions, financial reports, policy and procedure revisions, legal documents and all other documents as directed by the President and CEO.**
9. **Support KIC-Facilities Management by preparing and mailing notices and correspondence as directed by the KIC-FM General Manager.**
10. **Provide backup coverage for the front counters during breaks, meals or as needed, when relief staff is not available.**
11. **OTHER DUTIES AS ASSIGNED.**

KEY COMPETENCIES AND ABILITIES:

- **Excellent written, oral communication and public speaking skills.**

- Well organized, detail oriented, enthusiastic and confident with outstanding analytical and problem solving skills
- A self-starter with excellent communication and interpersonal skills and able to work with little direct supervision.
- Excellent interpersonal skills; ability to work effectively and cooperatively with all levels of management and staff, affiliated-company employees as well as outside business associates; exhibit a professional manner in dealing with others to achieve common goals.
- Proficient of MS Office software
- The ability to make decisions that may involve thinking strategically, problem solving and exercising good judgment.

EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent
- Bachelor's Degree Preferred, Years of experience may be substituted for Education, 5 years or more of Administrative Secretarial experience preferred).

SUPERVISORY RESPONSIBILITIES:

None

WORKING ENVIRONMENT

The primary purpose of this is to provide direct support to KIC Board of Directors and specific members of the management team in satisfying the corporations governance and reporting required. The position will be, fast paced, multi-tasking environment requiring regular attendance. Work will require occasional overtime. Travel will be required by motor vehicle, airplane as well as the possibility other types of transportation.

PHYSICAL/VISUAL/MENTAL/ENVIROMENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to reach overhead, kneel, push/pull, grasp and lift/carry 11-25 lbs. The mental effort required of the employee is the ability to frequently think analytically and use effective verbal and written communication. The employee is to continuously handle stress and emotions, concentrate on tasks, remember details, make decisions, adjust to changes, and examine/observe details.

REASONABLE ACCOMODATION

It is Kikiktagruk Inupiat Corporation's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This statement contained in this job description are intended to describe the general content and requirements for performance of this job. It is not intended to be an exhaustive list of all job duties, responsibilities and requirements. Others duties may be assigned.