



Seeds of Africa is a nonprofit organization that aims to provide students, families, and their larger networks with the resources they need to alleviate poverty, support themselves, and reinvest in their local community. Since 2008, Seeds of Africa has been dedicated to lowering the barriers to personal development and prosperity that poverty and a poor education create. We move beyond the traditional aid model, shifting from mere relief efforts to providing families with the resources and skills they need to grow their communities. Seeds of Africa has impacted over 1500 people in Ethiopia in 10+ years, transforming the trajectories of those we serve, and this is just the beginning.

Seeds of Africa is seeking a board **Secretary** to join the working Board of Directors.

As a member of the Seeds of Africa Board of Directors you will become part of a dedicated network of people who work together to provide students, families, teachers, and community with the highest possible level of service in education and community development. Moreover, you will have an opportunity to learn about the inner workings of a mission driven organization and grow to the highest level of your ability and potential in your role as Secretary. We are confident you will find this new opportunity both challenging and rewarding.

This person prides themselves on being extremely organized and detail-oriented, with strong communication skills. To be a standout leader on the board, the Secretary needs to have:

- **Strong communication skills.** The board secretary is an active conduit for communication between board members. This individual is responsible for proactively collaborating with board members to set up meetings, giving proper notice of any meetings, and promptly distributing materials like agendas and minutes. The secretary will often have to extract and communicate key information from lengthy conversations, thus effective communication skills are an important part of the job.
- **Experience in Management and Administration.** The board secretary will take on many responsibilities, so management experience is key to help organize the board effectively. In addition, the board secretary is also responsible for delegating tasks to other board members; being comfortable delegating tasks is highly beneficial.
- **Familiarity with the nonprofit's structure.** The board secretary should have knowledge of the organization's records and governing documents. They should be able to provide advice and resources to the board when relevant topics or questions arise.

Common Duties:

- ✓ Assures that an agenda has been prepared by the board president and that the agenda is distributed in advance of the meeting
- ✓ Oversees the distribution of background information for agenda items to be discussed
- ✓ Prepares the official minutes of the meeting and records motions, discussions, votes, and decisions
- ✓ Prepares and provides the previous meeting's written minutes to board members before the next meeting and records any changes or corrections
- ✓ Assures that documents (bylaws, Form-990, roster of board members) are accessible to members
- ✓ Schedules and notifies board members of upcoming meetings
- ✓ Holds members accountable for their tasks

Expectations of Board Members:

- Having a passion for the Seeds of Africa mission
- Willingness to utilize your network to broaden reach of Seeds of Africa
- Contribute to resource development such as fundraising, sponsorships and in-kind donations



- Aiding in creating and setting organizational short-term and long-term goals by contributing creative ideas, strategies, and critical thought to grow the organization to a vibrant future
- Fellowship with other members and building a collegiate working relationship
- Attending quarterly Board of Director meetings (1 hour / virtual)
- Attending quarterly one-on-one meetings with Seeds of Africa leadership staff (1 hour / virtual)
- Serve at least one two-year tenure on the working Board of Directors (October 2022 - October 2024)

If interested, please send resume and cover letter or bio (subject- Board member) to atti@seedsof africa.org