**The Salvation Army**

**Southern Territory**

**Job Description – Advisory Board Secretary**

**Background and Expertise**

* Is an elected member of the Advisory Board
* Is fully committed to the Mission of The Salvation Army
* Is knowledgeable about the community, the needs and assets of the community, and is active in the community
* Has significant life, career and/or educational assets to bring to support the Mission and ministry of The Salvation Army
* Is willing to use personal, professional and civic contacts and influence to support the Mission and ministry of The Salvation Army
* Is willing and able to commit personal time and resources to The Salvation Army

**Term of Service**

* Nominated by the Board Development/Executive Committee in conjunction with the Officer
* Elected by the Board
* One year term. May be re-elected to serve three years total

**Leadership Role**

* Serves on the Board Development/Executive Committee
* Ensures the maintenance and effective management of records and minutes
* Manages minutes of the Board meetings
* Manages minutes of the Committee meetings
* Ensures minutes are ready for distribution prior to the next meeting
* Work closely with the Officer and Board leadership to
  + Stay focused on the Strategic Plan
  + Present appropriate documents and materials for meetings
  + Support the Officer and Board leadership in decision making and implementation