



## Position Description and Application Process

### Secretary Executive Committee

#### Organizational Structure

NFDEM is a nonprofit organization with 501c6 status rooted in biblical principles. We recognize that God's Word is the ultimate authority that governs our Mission, Vision, and Goals.

*Mark 12:17: "And Jesus answering said unto them, Render to Caesar the things that are Caesar's, and to God the things that are God's. And they marveled at him."*

#### Work Environment

At NFDEM, we value all members. We strive to create a Christ-centered work environment and uplift and celebrate our members' accomplishments.

*Ephesians 4: 1-3: "I beseech you that ye walk worthy of the vocation wherewith ye are called, 2 With all lowliness and meekness, with longsuffering, forbearing one another in love; 3 Endeavouring to keep the unity of the Spirit in the bond of peace."*

The following five **Tenants of Teamwork** will guide our decision-making process whenever we are called to make leadership decisions, including staff appointments or conflict resolution.

**Shared commitment:** Members are committed to achieving the Mission, Vision, and Goals of NFDEM. Members are accountable for remaining positive and productive, adhering to required standards, processes, and protocols. > *Proverbs 16:3: "Commit your works to the Lord, and your plans will be established."*

**Open communication:** Members are encouraged to engage in open dialogue to achieve our Mission, Vision, and Goals. > *Ephesians 4:29: "Let no corrupt communication proceed out of your mouth, but that which is good for the use of edifying, that it may minister grace unto the hearers."*

**Valuing each other:** Members should work to uplift each other with humility, acknowledging the equal value of each member to the body of Christ and this organization. > *Philippians 4:6: "Do nothing from rivalry or conceit, but in humility count others more significant than yourselves."*

**Constructive disagreement:** When issues need correction, members use specific, factual information to provide actionable suggestions for improvement. > *Colossians 4:6: "Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person."*

**Safety:** Members must report unethical behavior or behavior violating our Mission, Vision, and Goals without fear of retribution. > *2 Timothy 1:7: "For God gave us a spirit not of fear but of power and love and self-control."*

<b>Job Title</b>	Secretary, Executive Committee
<b>Reporting Structure</b>	The Secretary reports to the Board of Directors by a 2/3 majority vote.
<b>Location</b>	Both virtual and in-person, by organizational business requirements and bylaws.

### Job Summary/Objectives/Responsibilities/Duties

The **Secretary** is a key member of the **Executive Committee** and plays a vital role in managing the organization's **documentation** and **governance processes**. The Secretary is responsible for ensuring that all **governance activities** are appropriately recorded, ensuring transparency and accountability in all meetings and communications. This includes preparing **meeting agendas**, recording **minutes**, maintaining **official records**, and facilitating **communication among board members**. The Secretary ensures that the organization's governance processes align with its mission, vision, and values.

#### Job Objectives:

- Ensure all **governance activities** are properly documented and recorded in compliance with organizational policies.
- Prepare **meeting agendas** and **minutes**, and ensure they are distributed in a timely manner.
- Maintain the organization's **official records** and ensure they are organized and accessible.
- Facilitate smooth **communication among board members** and other key stakeholders.
- Uphold the mission, vision, and values of the organization by maintaining accurate and professional documentation.

#### Key Responsibilities & Duties:

- Prepare and distribute **agendas** for board meetings, ensuring all necessary topics are included.
- Take accurate **minutes** during meetings, capturing key discussions, decisions, and action items.
- Ensure that **meeting minutes** are reviewed, approved, and distributed in a timely manner following each meeting.
- Maintain the organization's **official records** (including meeting minutes, governance documents, and legal records) and ensure they are safely stored and easily accessible.
- Assist in **coordinating board meetings**, including arranging logistics, sending invitations, and ensuring all necessary materials are prepared.
- Facilitate **communication between board members**, ensuring that important updates, decisions, and discussions are shared in a timely and organized manner.
- Act as a **liaison** for the board, supporting communication between board members and the broader organization.
- Ensure the **bylaws** and other governance documents are up to date and in compliance with relevant laws and regulations.
- Support the **President and Vice President** with other governance-related tasks as needed.
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### Qualifications/Skills/Education/Experience

#### Qualifications & Skills:

- **Strong organizational and time management skills**, with the ability to manage multiple tasks efficiently.
- **Excellent written and verbal communication skills**, including proficiency in writing clear, concise meeting minutes.
- Ability to maintain **confidentiality** and handle sensitive information with discretion.
- Strong attention to **detail** and ability to ensure accuracy in records and documentation.
- Ability to **work collaboratively** with board members and staff, fostering a productive and cooperative environment.
- **Proficiency in document management systems** and tools such as word processing, spreadsheets, and online collaboration platforms.
- Familiarity with **governance practices**, bylaws, and board procedures is a plus.

#### Education & Experience:

- **High school diploma** required; **Associate's degree** or higher in **Business Administration, Public Administration**, or a related field preferred.
- Prior experience as a **Secretary** or in a similar **administrative role** is preferred.
- **Experience in nonprofit organizations** or working with boards of directors is a plus.
- **Experience in document management**, record-keeping, or governance-related tasks is beneficial.
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#### Appointment/Salary/Benefits

- The initial appointment is from 2024 through 2028. Subsequent appointments are for three years.
- Full voting rights under the bylaws.
- Serves in a volunteer role.
- Receives reimbursement for expenses incurred while performing CEO duties.

**Reimbursements and monetary advancement procedures are outlined in the bylaws under the financials section.**

#### Application instructions

- Resumes are submitted by July 31 of the current fiscal year to midwifery
  - Submit your resume via email to [MidwiferyFellowship@nfdem.org](mailto:MidwiferyFellowship@nfdem.org)
  - Type **RESUME ATTACHED** in the subject line to flag your application for consideration.
- The election process occurs between August and December.

#### Election process and timeframe

##### Board of Directors

- Resumes must be submitted by July 31.
- Presentation to the Board of Directors by August 31.
- Closed-door debate and vote by September 30.
- The top three candidates advance; if fewer, the remaining candidates advance or notify members for additional resumes.
- Resumes will be posted for member vote by November 30.
- Election by majority vote; new members announced by December 31.
- Onboarding will be completed by January 31 of the next fiscal year.

**If a member of the Board of Directors' position becomes vacant outside the usual process, this triggers the Special Election Process. The Special Election Process is that the Board of Directors may accept resumes, interview candidates, debate, and appoint a new member by majority vote. That member will serve until time has been permitted to complete the above process for voting in new members to the Board of Directors.**

#### Organizational Contact information

Email: [midwiferyfellowship@NFDem.org](mailto:midwiferyfellowship@NFDem.org)

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