



Climbing Resource Advocates for Greater Sacramento

Secretary

Climbing Resource Advocates for Greater Sacramento

Climbing Resource Advocates for Greater Sacramento (CRAGS) Mission Statement:

The Climbing Resource Advocates for Greater Sacramento (CRAGS) is a volunteer run 501(c)(3) non-profit organization protecting access to Northern California climbing areas, advocating for climbers' interests, constructively addressing the concerns of landowners and other land users, and working to keep climbing areas clean, safe, and healthy.

Position Summary:

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, the Secretary records minutes of meetings, ensures their accuracy, and then makes sure they are available for reference by other board members. The Secretary also proposes policies and practices, occasionally submits reports to the board, and fulfills all other requirements of a voting member of the Board.

Key Responsibilities and Duties:

- Responsible for ensuring that accurate minutes of meetings are taken and approved
- Ensures that the records of the organization are maintained as required by law and made available when required by authorized persons
- Participates in Board meetings as a voting member
- Work with President to determine and send out board meeting agenda before meeting
- May be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents

Qualifications:

- Organized and detail-oriented with experience in meeting management
- Solid communication and note taking skills
- Experience using word processing programs, specifically Google Drive
- Ability to work cross functionally in a multi-disciplinary setting
- Alignment with the mission of the Climbing Resource Advocates for Greater Sacramento
- General all-around amazing person that is willing to jump in wherever they can to help move this organization forward

Time Commitment:

- 1 year commitment to position
- A consistent commitment of 1 to 3 hours per week is expected
- In-person attendance at all monthly board meetings