



"Raising the Standards of Midwifery"

Board of Trustees – Secretary

Board of Trustees Pledge

The Board will support the work of Nizhoni Institute of Midwifery and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Nizhoni Institute of Midwifery Chief Operations Officer (COO), the Board-COO relationship is a partnership, and the appropriate involvement of the Board is both critical and expected. The Chair Person of each department is responsible to promote and support the principles of Nizhoni Institute of Midwifery by leadership and example. Each Board Member must observe the highest standard in order to retain the trust of the donating public and the confidence of those they seek to help. The Board provides the public face of the organization, and its behavior, and that of individual board members must be exemplary. Board members should make decisions in terms of the public interest and make choices based only on merit. Board members are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.

Summary of Responsibilities

Under the general supervision of the Board of Trustees, acts as a primary conduit for communication between members of the Board. Provides timely notice of meetings to the members of the Board and ensures that agendas, meeting minutes, and other materials are distributed to the appropriate individuals. Accountable to the President and CEO of the Board of Trustees. Duties of the Secretary may be delegated to an Executive Director or Administrative Assistant; however, the Secretary retains accountability for these responsibilities.

Minimum Qualifications

Must possess a certain level of education, related business, organizational competency with strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals within a diverse community. At times, work may include moderate physical activity and handling of average-weight objects up to 25 pounds. Time Commitment: Approximately 5 hours per month. When assigned responsibility, it is completed or progress is reported to the Board of Trustees.



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Position Qualifications

Ability to perform complex tasks and prioritize multiple projects. Attentive to detail with regard to corporate documents. Ability to communicate clearly and concisely, verbally and in writing. Strong interpersonal and communication skills and the ability to work effectively with a wide variety of individual styles. Knowledgeable regarding organizational records, including meeting minutes and related documentation.

Duties and Responsibilities

- Serves on the Board of Trustees for Nizhoni Institute of Midwifery. Board position requires a two-year commitment.
- Responsible for ensuring accurate documentation and meeting any corporate legal requirements, including annual filing deadline.
- Is knowledgeable regarding the organization's records and provides advice to the Board of Trustees on matters pertaining to records and governance issues.
- Reviews and updates documents and ensures accessibility and safety of records.
- Ensures continuity of policies and procedures, including accountability practices.
- Records and reviews copies of the final, approved minutes and ensures that a copy is maintained in the corporate records.
- Participates in Board meetings as a voting member. In the absence of the President, the Secretary calls the meeting to order or delegates this responsibility to an Executive Director.
- May be designated as a signing officer for specific documents.

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