

**Mary Free Bed Rehabilitation Hospital
Job Description**

Job Title: Board Secretary

Department/Program: Board of Trustees

RESPONSIBLE TO: Board Chair

TERM: Three-year term, nominated on the annual slate

PURPOSE: To act as Secretary of the Corporation and the Board of Trustees and see that a record is kept of all proceedings of the Board of Trustees. The Secretary shall chair meetings of the Board of Trustees in the absence of the Chairperson and Vice Chairperson. The Secretary shall be a member of the Executive Committee.

SPECIFIC DUTIES:

1. Attend board meetings regularly (see Board Member Expectations).
2. Familiarize yourself with Mary Free Bed's mission, vision, programs, and core values (Work collaboratively and innovatively, include people whose diversity reflects all those we serve, be truthful and respectful, heal with our hands and treat with our hearts, approach our work with JOY).
3. Act as liaison and communicator between Board of Trustees and the Guild (Shareholder).
4. Familiarize yourself with and ensure compliance with Robert's Rules of Order.
5. Participate in Mary Free Bed's activities and events, as appropriate.

PERSONAL ATTRIBUTES:

1. Demonstrate the core values: Work collaboratively and innovatively, include people whose diversity reflects all those we serve, be truthful and respectful, heal with our hands and treat with our hearts, approach our work with JOY.
2. Demonstrate commitment to Mary Free Bed's mission.
3. Maintain a high standing among colleagues.
4. Be a respected citizen of the community.
5. Demonstrate breadth of understanding and a tolerance of viewpoints of others.
6. Willing to state personal convictions and equally willing to accept the majority decision when in conflict with own standing.
7. Develop an interest in the objectives and programs of the organization.
8. *Have Fun!*