



GIRLS EDUCATION INTERNATIONAL

Girls Education International Board of Directors Secretary

Girls Education International is looking for a committed board member to serve as our Secretary. Our board members play a vital role in the success of Girls Ed as active advocates and ambassadors for our mission and supporters of our financial management and fundraising efforts. This is a volunteer position.

The Secretary ensures effective internal communication, including scheduling, taking meeting minutes, and holding board members accountable to their tasks; supports the Board Chair and Executive Director in their roles and with the recruitment and onboarding of new board members; and serves as the expert on policies and procedures, keeping track of annual filing deadlines and board terms, and ensuring the safety and organization of board records.

All board members are expected to prepare for, contribute to, and actively participate in monthly operations meetings and quarterly governance meetings in addition to regular committee work. We are a working board and contribute approximately 15 hours per month.

The Secretary for Girls Education International should have strong communication skills and the ability to support and collaborate with team members. An outstanding secretary will have knowledge of and experience working with board governance and virtual teams, and demonstrate organizational and administrative skills.

Skills & Qualifications:

- Strong oral, written, and intercultural communication skills
- Detail-oriented with strong organizational and record-keeping skills
- Demonstrated experience with Google Workspace (Drive, Docs, Sheets, GMail, etc.), Zoom, and donor and communication applications
- Ability to collaborate with team members and drive results
- Capable of extracting and communicating key information from lengthy conversations
- Familiarity with effective board structures and practice, board governance, and the inner workings of nonprofits

Interested candidates can submit their application here: [Girls Education International Board Member Application](#)