



SECRETARY, BOARD OF DIRECTORS Job Description

- ♦ Secretary, Board of Directors
- ♦ Reports to the Board of Directors
- ♦ Compensation – Volunteer position
- ♦ Working primarily out of Denver with some travel in Colorado

Colorado Walks

Incorporated in 2003, Colorado Walks is a 501(c)3 nonprofit corporation representing pedestrian interests in the State of Colorado. Our guiding principles include developing programs and services that benefit our fellow citizens and giving back to the people and communities we serve by returning our net profits to local communities through our Concrete Connection Fund.

VISION Cities and towns within Colorado will be welcoming, safe, and inviting places for people of all ages and abilities to walk

MISSION Encourage and promote walking for health, fitness, and transportation

As an organization committed to transparency, openness, and collaboration, Colorado Walks views communication as an essential part of our mission, programs, and daily operations. The person selected to serve as Secretary for the Colorado Walks Board of Directors must be an excellent communicator, share our values, demonstrate strong leadership capabilities, and be an advocate for the movement to create walkable communities.

General Duties

The role of the Board of Directors is to advise, govern, oversee policy and direction, and provide the leadership and general promotion of Colorado Walks in support of the organizational vision, mission, and goals. As a member of the Board of Directors, the Secretary is an integral member of the leadership team and will assist in developing the strategic plan, organizational structure, partnerships, funding strategies, programs, and services.

Specific Responsibilities

- ♦ The Secretary shall perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, by the Colorado Walks Bylaws, or duties that may be assigned to him or her from time to time by the Board of Directors.
- ♦ Attend and record the Minutes of the monthly Board meetings. The Board meets from 10:00 AM to 12:00 PM on the first Saturday of each month.
- ♦ Certify and keep at the principal office of the corporation the original, or a copy, of the Bylaws
- ♦ Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting and the proceedings thereof.
- ♦ Keep at the principal office of the corporation a membership book containing the name and address of each and any members
- ♦ Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request thereof, the Bylaws, the membership book and the minutes of the proceedings of the directors of the corporation.

Expectations of Board Members

- ♦ Attend and participate in Colorado Walks programs, special events, walks, etc.
- ♦ Understand and communicate the mission, programs, and services of Colorado Walks
- ♦ Financially support Colorado Walks in a manner commensurate with one's ability
- ♦ Provide leadership in generating and providing financial support for Colorado Walks
- ♦ Work actively with the Board of Directors on funding strategies to sustain and grow Colorado Walks
- ♦ Assist the Board in ensuring Colorado Walks meets its fiduciary and legal responsibilities.

Key Qualifications

- ♦ Excellent written and verbal communication skills
- ♦ Proven public speaker and presenter
- ♦ Demonstrated team player with ability to work collaboratively with diverse partners & stakeholders
- ♦ Ability to develop, lead and motivate
- ♦ Ability to work independently
- ♦ Attention to detail, highly organized
- ♦ Visionary and creative with the ability to develop and implement long-term strategic goals
- ♦ Demonstrated management responsibility for an organization or a significant portion of an organization
- ♦ Experience with nonprofit organizations either as staff member or as involved board member

- ♦ Demonstrated experience in developing sustainable programs from vision through implementation and evaluation
- ♦ Ability to recognize change and manage a growing organization
- ♦ Cultural sensitivity with a strong commitment to diversity
- ♦ Working knowledge of Mac & PC
 - Mastery of Word, Excel, PowerPoint, File Maker Pro necessary
 - Experience with desktop publishing software a plus
- ♦ Undergraduate degree (graduate degree preferred) in communication, business, marketing, nonprofit management, or related discipline

Please email your cover letter and resume to
gaypage@coloradowalks.org
by May 31, 2007