



State Secretary

Role Overview

The State Secretary manages critical information, ensures compliance with governing rules, and maintains accurate records of all corporate decisions and board actions

Responsibilities

- Attends monthly board meetings, acting as zoom host or co-host, and records attendance.
- Ensures board meetings are recorded and prepares and distributes board meeting minutes.
- Maintain accurate records and manage Board Shared Drive file organization.
- Ensure the board follows its own bylaws and state/federal reporting requirements.
- Assist in the drafting and updating of organizational policy documents.
- Ensure contact information is up-to-date.
- Assist in new Board member onboarding.

Anticipated Skills

- Strong written and verbal skills.
- Proficiency in using Google Workspace (or willingness to learn).
- Proficiency with (or willingness to learn) Neon CRM.
- Proficiency with (or willingness to learn) Zoom.
- A genuine interest in South Carolina's native flora and environmental conservation.