



# IDAHO FINANCIAL LITERACY COALITION

## **Job Description: IFLC Secretary Board Position**

**Organization:** Idaho Financial Literacy Coalition (IFLC)

**Position:** Secretary (2 year board commitment)

**Location:** Hybrid /Remote (Board meetings held via Zoom and/or in-person, Third Wednesday of every month)

**Time Commitment:** Approximately 8-10 hours per month

### **Position Summary:**

The IFLC Secretary is a key volunteer position responsible for ensuring effective board oversight and leadership within the organization. As a member of the Board of Directors, the Secretary will review and approve meeting minutes, assist in administrative duties, and support the board's mission and strategic initiatives. This position involves collaboration with the Executive Committee and close interaction with board members, community partners, and external advisors to ensure the organization's financial integrity and to help drive IFLC's mission of promoting financial literacy across Idaho.

### **Responsibilities:**

- **Board Support:**
  - Review, approve, and distribute minutes from monthly Board meetings.
  - Maintain and organize board records via Google Docs, ensuring all documents and communications are filed properly and easily accessible.
  - Manage the IFLC email inboxes and assist in coordinating communications.
  - Attend monthly Board meetings (held every third Wednesday of the month from 12:00-1:30 PM MST).
  - Provide regular updates to the board on the organization's activities, initiatives, and progress.
  - Advise and make recommendations to the board on organizational strategies, operations, and actions to support IFLC's mission and goals.
  - Participate in strategic planning, fundraising efforts, and support the IFLC's initiatives.
- **Reporting & Oversight:**
  - Work with the Treasurer and Board to prepare and assist in monthly / yearly reporting.
  - Ensure accurate and timely submission of required reports, ensure teacher/student applications and communication is timely and accurate.
  - Collaborate with the Board to monitor and manage the organization's budget, identifying areas for improvement and cost-saving opportunities.

- **Community Engagement:**
  - Represent IFLC at community events and meetings, advocating for financial literacy and the organization's mission.
  - Promote and support the organization's financial literacy initiatives in Idaho.
  - I am committed to making a significant financial contribution to IFLC, either through a donation from a partnering organization or a personal contribution. I will also seek additional funding sources, including my Circle of Influence (COI), to support IFLC's initiatives.

#### **Qualifications:**

- Strong organizational and communication skills.
- Proficiency in Google Docs, online document management, and managing email communications.
- Ability to pay attention to detail and ensure accuracy in all administrative tasks.
- Ability to work both independently and collaboratively with a diverse group of people.
- Passion for financial literacy and commitment to the IFLC mission of promoting financial education in Idaho.

#### **Time Commitment:**

Approximately 8-10 hours per month, including monthly board meetings and administrative tasks.

#### **Benefits:**

- Make a tangible impact in Idaho by supporting financial literacy initiatives that empower individuals and communities.
- Gain valuable experience in nonprofit governance, finance, and strategic leadership.
- Network with like-minded professionals and community leaders dedicated to making a difference in Idaho.

#### **Why Join IFLC?**

We rock, and so do you! Come join a passionate team of individuals committed to making a difference in the great state of Idaho. Your involvement will help build a stronger, more financially literate community. Apply now and be part of something impactful!