



Secretary of the Board of Directors Job Description

Backcountry Squatters Nonprofit is seeking a hard-working and dedicated professional to serve in a multi-year term as the Board Secretary on the Board of Directors. The Secretary is responsible for official communications with board members, scheduling meetings across multiple time zones, and keeping accurate records for the nonprofit.

The position is a great fit for someone who is driven, detail-oriented, can track and prioritize tasks, has strong communication skills, and enjoys working with team members to contribute to the sustainability of Backcountry Squatters.

The Board Secretary reports to the Board President and the Executive Director. Individuals who are willing and able to dedicate time and energy to upholding the mission of Backcountry Squatters are encouraged to apply.

This position is not exclusive to Backcountry Squatters alumni. We encourage women and non-binary folks who wish they had this community during their college experience to apply!

Specific Responsibilities

- Record and distribute board meeting minutes
- Ensure that all critical documents are organized, safely stored, and readily accessible to other board members and staff leadership
- Schedule quarterly board meetings + any other necessary board meetings
- Oversee backcountry squatters membership lists and newsletter subscribers
- Ensure contact information is up to date for donors and partners
- Be responsible for following up with board members to ensure they're fulfilling their duties
- Track all board member terms to ensure the successful rotation of board members at the end of their designated terms

Responsibilities of all Board of Directors

- Become familiar with important organizational documents: By-Laws, Strategic Plan, Financial Policies, etc.

- Participate in ongoing events and initiatives: fundraisers, Scholarship Programs, etc.
- Assist in big-picture strategic planning
- Serve as an active advocate for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission
- Participate in Diversity, Equity, and Inclusion Training
- Attend quarterly Board of Director meetings, annual reflection meeting, and additional meetings deemed necessary by the Board over the course of the year
- Participate in board development initiatives
- Fundraise \$1,500 for Backcountry Squatters throughout each fiscal year and be supportive of all the fundraising activities and strategies
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission
- Each board member must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity

Preferred Skills

- Familiarity with Zoom, Slack, Mailchimp, and Google Suite
- Personal commitment to devote the time necessary to perform the responsibilities of Secretary
- Demonstrated commitment to growing women + non-binary folk's participation, representation, and leadership in the outdoors
- Strong written and verbal communication
- Ability to work with a team, both in-person and via video conference, as well as independently

Work Schedule and Compensation

Volunteer board position *without* compensation. This is a part-time remote position. All applicants should be willing to devote at least ten hours per month to Backcountry Squatters. Occasional work on nights and weekends should be expected.

To Apply

Please send your resume and a cover letter explaining your interest in the position and why you are qualified to info@backcountrysquatters.org. We are looking to fill this position immediately.

About Us

Backcountry Squatters is a 501(c)3 Nonprofit that builds an inclusive outdoor community by providing leadership, personal growth, and professional development opportunities around outdoor recreation for women and non-binary individuals. This is accomplished through chapters that offer events for community building, DEI education, and honing technical skills. Today, Backcountry Squatters has chapters established on each coast and is rapidly expanding throughout the country. Each chapter takes its own unique approach to cultivate a community that encourages its members to participate and lead in the outdoor community and industry.

Backcountry Squatters chapters open the door to outdoor opportunities that women and nonbinary people have historically been excluded from. We also work to ensure that the door is kept open and widened for other demographics and communities that have been denied the opportunity to enjoy the great outdoors.

Backcountry Squatters Nonprofit aims to provide the foundation and the necessary resources to grow women and nonbinary people's participation, leadership, and representation in the outdoor industry and community.

We welcome all women (transgender and cisgender) as well as non-binary people who enjoy a feminine community. We do not discriminate on the basis of race, ethnicity, religion, gender identity or expression, sexual orientation, disabilities, age, status as a veteran, national origin.