



**Status:** Exempt  
**Title:** Corporate Secretary  
**Department:** Parent  
**Reports to:** President and CEO

**Job Code:** E-100-009

**Position Summary:**

Perform functions to maintain all corporate records, identify, prepare, and follow up on legal concerns for the corporation's officers and managers and serve as liaison with outside general counsel with respect to the corporation's legal affairs, making decisions based on conclusions for which there is little precedent.

**Essential Functions:**

- Attend all Board Committee and Board of Directors meetings. Coordinate the preparation of appropriate notices, agendas, minutes, and other supporting documentation.
- Prepare and maintain corporate records of parent, subsidiaries, and affiliates. Ensure compliance with corporate governance procedures. Communicate regulations to Board members.
- Prepare any range of internal contracts to include independent contractor agreements, consulting services agreements, confidentiality agreements, lease agreements, and sale agreements. Maintain copies of all contract agreements and leases.
- Review and comment on external contracts identifying legal concerns, obligations, and liabilities for officers and management. Respond to legal questions and concerns of officers and managers within realm of knowledge.
- Receive, review, docket, and report litigation matters. Receive, file, index, and summarize contracts and other legal materials. Maintain all corporate files in accordance with records retention policies.
- Serve as liaison with outside general counsel in respect to the corporation's legal affairs. Review legal bills from outside counsel and advise accounts payable as to appropriate approval authority for payment.

**Other Duties:**

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



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**Competency:**

- Maintain the highest level of confidentiality on all business and corporation matters.
- Demonstrate proficiency with Microsoft Office and other specific software.
- Team player, solutions-oriented and collaborative.
- Superior written and oral communication skills.
- Excellent research skills. Knowledge of legal terminology and concepts.
- Excellent organization and multi-tasking skills.

**Education/Experience Requirements:**

- Advanced degree in discipline related to Business or the Legal, or field, or the equivalent required.
- Paralegal certification preferred.
- Three to five years of experience in related position.