Secretary to the Board of Trustees

Do you want to join a team that values Service, Collaboration and Excellence?

Do you want to work with an organization that is committed to serving its customers and community by providing clean, reliable, and affordable energy to Long Island and the Rockaways?

Is being part of a value-driven organization important to you?

If yes, please check us out!

Who We Are

We are a team of motivated, engaged, and exceptionally talented self-starters, willing to roll up our sleeves and do what is necessary to get the job done. If you are interested in joining this dynamic team and have a passion to learn, develop, and want your experience to make an immediate impact, please apply.

To find out more about us, please visit our website: www.lipower.org

What We Offer

We offer an environment of continuous development and growth with a thriving company culture, exceptional colleagues, and exceptional benefits. Our benefit package includes:

- Hybrid work options available and flexible hours
- Excellent health insurance
- No employee cost for dental and vision insurance
- Paid holidays and generous paid time off
- Professional development opportunities
- Educational assistance opportunities
- Multiple retirement plan options with company contribution
- Short-term and long-term disability coverage
- Flexible spending account with company contribution
- Life Insurance
- 529 College Savings Program
- $300 Wellness Reimbursement

What You'll Do At LIPA

The Secretary to the Board of Trustees plays a critical role within LIPA serving as administrative lead to the Board ensuring effective governance practices. As Secretary, this position acts as a liaison between the Trustees, the Chief Executive Officer, and senior leadership, oversees Board governance and administration and coordinates all Board and committee meeting logistics under the direction of the Deputy General Counsel and in collaboration with the Corporate Affairs department.

Essential Job Functions include:

- Counsel and advise the Board of Trustees on matters of corporate governance, and compliance with the Public Authorities Law, State Administrative Procedure Act, Public Officers Law, Open Meetings Law, and other applicable statutes.
- Develop and oversee policies and procedures to promote Board effectiveness, including annual assessments and implementation of improvements.
- Review, research, analyze, and offer recommendations regarding Board Policies, incorporating governance best practices from peer public authorities, agencies, and public power organizations.
- Research and recommend new or revised Board policies to ensure compliance with applicable state laws, Public Service Commission orders, and guidance from the New York State Authority Budget Office.
- Translate Board strategic objectives into clear, actionable Board policies that provide direction to staff and define governance parameters.
- Monitor governance developments and assist the board in tailoring governance practices to enhance Board effectiveness, transparency, and accountability.
- Maintain and update organization bylaws and track any amendments made by the board.
- Manage the amendment process by ensuring proper notice is given, votes are conducted correctly and incorporating the adopted amendment into the official bylaws.
- Lead and coordinate all Trustee briefings and public meetings of the Board and its committees.
- Coordinate, prepare, and distribute meeting agendas, Board materials, briefing documents, resolutions, and other reports for Board and committee meetings and ensures timely distribution of relevant information.
- Plan and execute all Board and Committee meetings.
- Work with Board and Committee Chairs to develop meeting agendas, including identifying agenda items, confirming which items require which actions (e.g., vote v. discussion), and distribute the necessary background information on agenda items in advance of the next meeting with sufficient time for trustees to review the material.
- Ensure that all notices are duly given in accordance with the provisions of the bylaws or as required by law.
- Count and record any votes taken during board meetings.
- Record official minutes of board and committee meetings capturing all motions, votes, attendees, quorum confirmations, and other formal actions.
- Prepare, review, finalize and publish the approved board meeting minutes and legal record of board actions.
- Maintain the official list of board members.
- Monitor term limits and manage term tracking by maintaining a register of when each trustee's term begins and ends.
- Provide administrative support to board committees and trustees by managing document storage, distributing committee reports, ensuring committee charters are current and coordinating committee meeting logistics.
- Manage Board correspondence and respond to requests from the Chair, Trustees, government officials, and members of the public.

- Lead the orientation, training, and development of Trustees to ensure knowledge of fiduciary duties, LIPA's purpose and vision, and electric industry and governance practices.
- Coordinate the onboarding process for new Trustees by preparing and providing orientation materials, coordinating introductory meetings, collecting required documentation, and ensuring all necessary resources, information and access are provided.
- Issue proper notices of all Board meetings in accordance with applicable LIPA bylaws and NYS law.
- Maintain accurate preservation of corporate and governance records and the official document archive.
- Act as the official custodian of all official governance documents (e.g., approved meeting minutes, bylaws, board policies, committee charters, resolutions, disclosures, etc.) ensuring records are accessible, organized and current.
- Perform other duties as necessary.

What We Need

- Bachelor's degree
- Minimum of seven (7) years of progressively responsible experience in corporate governance, non-profit governance, or public administration, preferably within a public authority, non-profit entity, or governmental entity
- Minimum (3) years of experience working with or advising boards of directors/trustees

- Strong understanding of governance frameworks and best practices for New York State public authorities, non-profits, or comparable entities.
- Excellent written and verbal communication skills for corresponding with the Board, staff, and external stakeholders.
- High degree of judgment, discretion, tact, and diplomacy in dealing with highly sensitive information and varied stakeholders (Trustees, government officials, staff, and the public).
- Ability to review, understand and communicate complex documents.
- Strong attention to detail.
- Exceptional organizational and time-management skills with the ability to handle sensitive and complex matters under tight deadlines, while maintaining confidentiality.
- Strong problem-solving and analytical ability, with the capability to identify governance risks and propose practical solutions.
- Demonstrated ability to synthesize legal, regulatory, and governance requirements into practical policies and operational guidance.
- Exceptional interpersonal skills with the ability to build relationships at all organizational levels.

Preferred Qualifications

- More than five (5) years of experience working with or advising boards of directors/trustees

Salary Range

- $118,800 - $145,200

How You Can Apply:

LIPA's Corporate Values
Service: Our work is service. Everything we do is for the benefit of our customers.
Collaboration: Operate as one LIPA team. Everyone is included.
Excellence: One plan, with relentless implementation. Clear performance goals.

- Interested parties should submit their cover letter and resume to Gary Martens, Director, Human Resources and Administration, at 2026BoardSecy@lipower.org

LIPA is an equal opportunity employer.

All people with disabilities are encouraged to apply.

If you require a reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Gary Martens, Director, Human Resources and Administration.