

Job Description: Secretary

The duties of the Secretary include, but are not limited to, the following:

- Attend quarterly board meetings;
- Record and prepare minutes of all meetings including membership and Board of Trustees meetings;
- Manage and maintain the centralized document system and official records of the organization;
- Manage organizational correspondence; and
- Perform such duties as assigned by the President or the Board of Trustees;

Reports to: president and board and works with other officers and webmaster

Estimated time/month: 5-10 hours

Documents are in Word, Excel and Wild Apricot