

# Secretary

## Description

The person in this position assists with general meeting scheduling, organization and note-taking documentation.

## Responsibilities

List the responsibilities / duties for this function.

- Schedule recurring monthly calls for the group using electronic calendar tool
- Create, update and maintain ongoing meeting notes and agenda
- Document important notes and action items discussed at each planning call

## Tasks

List the specific tasks that this position is responsible for.

- Create Zoom meetings
- Send Calendar invites
- Communicate meeting updates via email
- Serve as note-taker for planning meetings
- Distribute Meeting Agenda & Notes

## Specialized Skills Needed

List the specialized skills needed, or any certifications.

- Thorough and efficient note-taking
- Familiarity with virtual conferencing, email and calendaring platforms

## Time Commitment

List the amount of time needed, and when needed. If time for this function is only in August, state that. If there is a 2 hour commitment each month, state that. Etc.

- Monthly commitment is estimated to be 2-3 hours

## Meetings required to attend

List the meetings that this position is required to attend. The Board Meeting is the only recurring meeting at this time.

- Monthly Planning Meetings

## Tools, applications

List the tools, applications this position uses for its duties.

- Google Drive
- Zoom Web Conferencing
- Email (Outlook, Gmail)

## Community Service Hours Credit

Is this position eligible for community service hours for school? Typically high school students need community service hours in order to graduate.

- Yes

## Voting Board Member

Does this position have a seat on the Board and can it vote? This position might be listed in the LRRTO filings.

- Yes

Last Updated: March 8, 2024