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| Title | Secretary |
| Description | <ul style="list-style-type: none"> • Ensure execution of volunteer management • Take minutes of Executive Committee meetings |
| Responsibilities | <ul style="list-style-type: none"> • Serve on the Executive Committee • Take and maintain a record of the minutes of all meetings of the Executive Committee • Provide oversight to the following committee, including escalation of any items to Executive committee <ul style="list-style-type: none"> ○ Administrative • Represent the overall volunteer management interests. • Fulfill ad hoc administrative functions, if and when appropriate. • Ensure timely communication with other EC members. |
| Average Workload | 5-10 hours/week |
| Expected Qualifications | <ul style="list-style-type: none"> • 5+ years of demonstrated management experience (people or project). Experience in leading a consulting organization strongly desired. • Direct project experience with SWB projects • Must have access to MS Office (Word, Excel) or equivalent • Must have internet access |
| Elected or Appointed | Elected. Candidacy based on qualifications. |
| Comments | |