



Mountain Post Santa's Workshop

SECRETARY

Position Description

DESCRIPTION OF DUTIES:

- Notify all executive board members at least 1 week prior to all meetings. (Article VII, Section 3 of the MPSW Constitution.)
- Prepare an executive board monthly meeting agenda. (Article I, Section 6 of the MPSW Bylaws)
- Record the minutes of all MPSW meetings and provide email copies to all board members within 7 days.
- Will notify board members of all regular and special meetings through the designated media outlets.
- Maintain a current roster of all board members including their names, phone numbers, email addresses and physical address forward to the president.
- Maintains a current calendar of all MPSW events.
- Maintain donor spreadsheet and ensure all board chairs have send out necessary correspondence.
- Shall create a historical record of MPSW activities and accomplishments.
- Ensure all executive board members are aware of the availability of necessary office supplies.
- Maintain current needs list of office supplies and coordinate purchase with a board member who is account card holder.
- Ensure all agenda, minutes, and all other documents are prepared for each board meeting.
- Attends and supports all activities, events and fundraisers.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

TIME COMMITMENT:

- Approximately 15 hours per month. Monthly hours will vary depending upon activities. The busiest months are October-December.

LENGTH OF COMMITMENT:

- Board Year running 1 April-31 March

WORK LOCATION:

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for briefings, donation pick up and fund-raisers