



Mountain Post Santa's Workshop Secretary Position Description

DESCRIPTION OF DUTIES:

- Record and publish the minutes of all Mountain Post Santa's Workshop meetings.

Throughout The Year:

- Notify all executive board members at least 1 week prior to all meetings. (Article VII, Section 3 of the Mountain Post Santa's Workshop Constitution)
- Prepare an executive board monthly meeting agenda. (Article I, Section 6 of the Mountain Post Santa's Workshop bylaws)
- Email copies of all meeting minutes to all board members within 7 days.
- Notifies board members of all regular and special meetings through the designated media outlets.
- Maintains a current roster of all board members including their names, phone numbers, email addresses, and physical address.
- Maintains a current calendar of all Mountain Post Santa's Workshop events.
- Maintains donor spreadsheet and ensure all board chairs have sent out necessary correspondence.
- Write and send out donor Thank You cards.
- Create a historical record of Mountain Post Santa's Workshop activities and accomplishments.
- Ensures all executive board members are aware of the availability of necessary office supplies.
- Maintains current needs list of office supplies and coordinates purchase with a board member who is an account cardholder.
- Ensures all agenda, minutes, and all other documents are prepared for each board meeting.
- Maintains own continuity binder.
- Attends all board meetings.
- Attends and supports all activities, events, and fundraisers.
- Tracks and submits own volunteer hours on Army Family Web Portal.
- Supports the philosophies and guidelines of the organization.

Shopping Week Support:

- Attends shopping week.

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:

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

Uniform:

The Secretary will be provided and maintain a MPSW logo polo to be worn when necessary.