

Secretary

1. Summary of Job Responsibilities:

The secretary is responsible for taking minutes of board of director meetings and conducting all correspondence for the choir.

Duties/Tasks:

- Record the minutes of all business meetings of the choir and the board of directors.
- Within one week, compose and e-mail the minutes to the board; ensure they are posted to GroupSpaces.
- Manage all routine correspondence for the choir.
- Perform any other duties as assigned by the president.
- Attend all board meetings.

Helpful Skills:

This position requires excellent written communication skills, organization, ability to set and meet deadlines, and computer skills, such as word-processing and e-mailing.

Time Commitment:

Attending board meetings every other month requires two to three hours each. Composing the minutes takes another two to three hours each. Following each concert, preparing thank you notes involves about two to three hours. Additionally, other kinds of correspondence may be needed

Elected Position:

Elected annually.