

Volunteer Position Description Secretary

Component	Description
Job Title	Secretary
Purpose	Correspondence
Key Responsibilities	To send correspondence in a timely manner to donors, to whomever as requested, attend all Board and Volunteer meetings
Location	Our facility or work from home on many things
Supervision	Board of Directors
Length of Appointment	Three years
Time Commitment	As needed
Qualifications	Excellent skills in communication/ skilled in use of Microsoft Office Suite (Word, Excel, Publisher, Power-Point, One-Note, Microsoft Cloud)
Benefits	Reimbursement of expenses, free t-shirt, volunteer recognition annually
Support Provided	Volunteer training and orientation – Board of Directors

