

## BOARD MEMBER - SECRETARY

We are seeking someone who aligns with vision and mission of Mariposa Trails; actively desires to play a role in getting things done; and, is highly organized and prompt with document preparation (2-year term). To accomplish this objective, the *Secretary*:

- attends in-person monthly meetings
- prepares draft agendas and meeting minutes
- records minutes and the roll at meetings
- maintain records
- oversees membership lists
- provides safekeeping of all official contracts and records
- publishes notices of scheduled meetings as required in the bylaws
- tracks board member terms
- ensures that key contact information for the organization's leadership team is current.

