



Becker Breakfast Club | Job Description

SECRETARY

(Voting Board Position)

This person is voted on by active board members.

Major Role: The Secretary is responsible for recording minutes at all BBC meetings, and distributing any action items to appropriate board members at the conclusion of each meeting. As a member of the BBC, this role is a representative of the BBC, always working in the club's best interests. You will attend board scheduled meetings to provide status, input and direction to the board related to the areas of responsibility as defined within this description.

Responsibilities:

- Record minutes from BBC board meetings
- Monitor BBC emails from volunteers and requests for volunteering, distributing to Volunteer Coordinator for management
- Monitor BBC emails for student registration prior to, or at BBC-lead events
- Help recruit new board members for vacant board positions
- Assist with other roles and activities as required

Key Competencies:

- Interpersonal skills, ability to interact with many people
- Strong ability to develop and foster relationships
- Strong ability to listen and record actions items during meetings and events
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self-motivating and takes initiative

Time Needed for Position: This is a 12-month position and re-appoints on an annual basis. This position requires approximately 4+ hours weekly, also attending BBC events and meetings. Requirements may increase or decrease depending on the time of year.