**Foothills Branch Secretary - Two Year Term**

Foothills Branch of The Mountaineers, May 2016

**Goal of Position**

The Secretary shall be the recording officer of the Branch and shall be the custodian of all Branch records, correspondence, and reports other than those for which the Treasurer is responsible. The Secretary shall prepare and distribute written agendas for all regular and special meetings of the Council and shall take, maintain, and distribute in a timely fashion minutes of all Council and Executive Committee meetings

**Activities and Responsibilities**

* Participates as a full member of the Foothills Branch Leadership council.
* Maintains branch distribution lists, schedules branch meetings (including venues), generates agendas (working with branch chair, officers and activity committee chairs), and publishes-circulates notes from meetings.
* Maintains branch bylaws and policy documents and oversees any updates to branch documents.

**Length of Service/Time Obligations**

The Branch Secretary should expect to serve a term of two years. Foothills Branch Leadership Council meetings generally take place every other month.

**Qualifications Sought**

* Detail oriented, able to get things done in a timely and efficient manner.
* Develops and maintains good relationships with other key people in the branch – stays well connected with what is going on in the branch.
* Positive personal outlook.
* Trustworthy - follows through on commitments.
* Effective writer, able to communicate in writing in ways that interest the members.
* Familiar with a range of mechanisms of electronic communication.

**Support and Reporting**

The Foothills Secretary is a Branch officer position that is elected by the membership every two years. The incumbent supports the branch council, a of dedicated and friendly Branch officers and committee and program chairs who share a love of The Mountaineers. Mountaineers staff in every role (development, marketing, leadership development and support) are available to assist anyone in the position.

**How to Apply**

To be considered for Foothills Branch Secretary, please contact Cheryl Talbert at *cascadehiker@earthlink.net*. *All members with sincere interest and realistic time to commit to this role are encouraged to apply!*