

**Seattle Canyoning Committee**  
**Volunteer Job Description**  
**Secretary**

**Purpose**

The Secretary maintains committee records, and supports committee functions by scheduling meeting space and maintaining a current committee page on The Mountaineers website.

**Requirements**

Must have reliable access to google drive and basecamp. Ability to work with (or learn) The Mountaineers website is also required. Must be available for most meetings (preferably all meetings).

**Term**

October - September.

The Secretary is elected by Committee vote. The Secretary is asked to commit to two years, and may be elected for a second consecutive term.

The Secretary is asked to notify the committee of their intent to stay in the position or vacate the position each August for the following year.

**Commitment**

- October - December (15-20 hours total)
  - Connect with Chair 1-2 weeks before the meeting to draft the agenda
  - Take minutes during the meeting
  - Ensure meeting space is scheduled for the year
  - Update committee roster
- January - March (15-20 hours total)
  - Connect with Chair 1-2 weeks before the meeting to draft the agenda
  - Take minutes during the meeting
  - Schedule the following year's meeting space at the Seattle PC per the PC staff directions
  - Update website page with most current information
- April - June (10-15 hours total)
  - Connect with Chair 1-2 weeks before the meeting to draft the agenda
  - Take minutes during the meeting
- July - September (10-15 hours total)
  - Connect with Chair 1-2 weeks before the meeting to draft the agenda
  - Take minutes during the meeting

**Duties**

- Work with the Chairperson to draft committee meeting agendas, and post to Basecamp 1 week before the meeting
- Take meeting minutes, and post to Basecamp
- Schedule meeting space for regular committee meetings

**Responsibilities**

- Manage committee roster on The Mountaineers website
- Update committee page on The Mountaineers website as needed