

# Volunteer Position Opening

Seattle Branch of The Mountaineers 01/09/2019 JJK



## Seattle Branch Snowshoe Committee Secretary

### Goal of Position

*Record minutes of the committee meeting, distribute to the committee members. Assist chair in agenda preparation.*

### Activities and Responsibilities

- Recording Topics, discussions and decisions to provide a written record in a Word Document.
- Send out draft of Minutes within 3 days of the meeting date.
- Revise minutes at the following meeting as needed, approved.
- Assist Chair with meeting Agenda preparation.
- In the course of the meeting, reminders as needed those present to clarify any discussion or decision for the record.

### Support and Resources

- The Meeting Minutes Template provides a good guide for what should be noted, and a format for reporting.
- Committee Chair
- Sub-Committee Chairs

### Length of Service/Position

- Service is a one year commitment.
- Committee Meetings occur monthly starting late summer/early fall through the close and review of the Snowshoe Season
- Estimated time obligations run between 3-5 hours per month.

### Qualifications Sought

- Good at listening
- Writing skills to provide good summary of reports, discussions, and decisions. The minutes are not “high formal” but can be a simple summary of salient points, not a full blown narrative.
- Able to receive amends / suggested changes to minutes in the good spirit they would be offered.
- No previous experience required.

### How to apply

*Contact the Committee Chair, or any member to explore your interest and qualifications.*