Navajo Mountain Eehaniih Committee

SEEKING A SECRETARY

POSITION TITLE: Eehaniih Committee Secretary
LOCATION: Navajo Mountain Chapter
WAGE: Volunteer Basis
OPENING DATE: September 6, 2017
CLOSING DATE: September 29, 2017
OPEN until Filled

POSITION DESCRIPTION/SUMMARY
Perform routine clerical and administrative functions: Attend monthly meetings, write letters, draft correspondence, schedule meetings, organize and maintain paper and electronic files.

PRIMARY RESPONSIBILITIES
- Be a team member on committee
- Create agendas
- Circulating agendas, create flyers and reports
- Take minutes and file reports
- Present approved minutes
- Track committee assignments
- Keep an up-to-date contact details
- Compile lists of names and addresses that are useful to the organization, including those of appropriate officials or officers of voluntary organizations
- Keep a record of the organizations activities
- Keep a diary of future activities
- Obtain quotes for purchases
- Respond to all committee correspondence
- File all committee correspondence received and copies of replies sent
- Keep records of any of the organizations publications
- Record all donations and expenses

HOW TO APPLY
Submit Letter of Interest to the Chapter Administration office before the closing date.

*Great opportunity to become involve with community event planning*