

~~Posted September 6, 2017~~

Posted 11/20/17

Navajo Mountain Eehaniih Committee
SEEKING A SECRETARY

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

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 •