



Job Title:	Secretary	Position Type:	Elected
Department/Group:	Engineering Department		
Location:	M-Building		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>The job of a secretary is to ensure the smooth day-to-day operation of Women's Baja, provide executive support to other members, and take on a role of data management in a wide variety of forms.</p> <ul style="list-style-type: none"> • Be in attendance for all meetings, take notes, recordings, and minutes • Provide a summary of old business and new business, all of this correspondence should be emailed out to members on a weekly basis • Complete any paperwork assigned by the Project Manager • Provide Cost Report assistance to the Project Manager and Treasurer <p>The Secretary position requires someone with the ability to be able to work well with others, have keen organization skills, and be able to keep a cool and level head. They will often times be tasked with helping others efficiently keep tasks, and keep track of sometimes complex, but necessary data.</p> <ul style="list-style-type: none"> • Assist other members such as the Treasurer in keeping track of receipts and other important financial documents as well as the organization and filing of documents • Assist Communications Liaison with reminders and date information regarding sponsors <p>ADDITIONAL NOTES</p> <p>If there are any concerns or questions regarding the roles and responsibilities as laid out above, please contact:</p> <p style="text-align: center;"> Kyle Falcey (386) 341-7775 falceyk@my.erau.edu </p>			
Approved By:		Date:	
Last Updated By:	Elisa Castillo	Date/Time:	8/17/2020

My signature is the acknowledgement of the aforementioned job description and parameters for the role I will be undertaking. I agree to uphold and follow the aforementioned parameters to the best of my ability. A violation of which, may result in suspension or termination from the position.

Signature: _____