

Secretarial duties for Surfrider

The Secretary is responsible for the Chapters records (minutes) and correspondence. The Secretary keeps an accurate record of the meetings and topics of discussion. Not only should the minutes be documentation of events and discussion, but used as a tool for follow up and strategic planning. The Secretary is responsible for sending monthly reports to Surfrider Foundation National Headquarters and is also a primary contact to National Headquarters.

- Responsible for taking and recording attendance at meetings
- Sends new attendee contact information to volunteer coordinator
- Posts minutes to blog, with title and picture
- Emails minutes to exec staff
- Emails minutes to chapter meeting attendees
- Sends out meeting reminder announcements from CoolerEmail
- Sends out CoolerEmails for Event Announcements,
 - (leads on events provide info for these)
- Assists updating the website/blog, and calendar on occasion
- Assists updating and posting events to Surfrider's Facebook page
- Updates email list/listserve - State and Portland
- Attends events and fundraisers, helps table and collect petitions signatures
- Assists in recruiting new members and volunteers
- Leads one main event a year
- Shares duty of Greeter with other exec staff

skills

- Typing
- Proficient in Word, Excel
- Email, Cooler Email
- Social media, Blogging, Google calendar
- Data entry
- Google docs
- Attention to detail, listening skills, ability to extract pertinent info and summarize
- Basic knowledge of HTML

If interested please contact lisa.lynch@oregonsurfrider.org