



Tellico Life Board Job Description Secretary

Key Responsibilities

- Create minutes for each TellicoLife Board meeting
 - If a Zoom meeting was held, use the Zoom recording after the meeting to create accurate minutes
 - If an in person meeting is held, utilize the agenda and annotate to create accurate minutes
 - Add meeting minutes as notes to the Powerpoint charts and save as a pdf
- Distribute meeting minutes to all board members within 1 week of TellicoLife board meeting
- Actively participate as a member of the TellicoLife board
- Manage TellicoLife organization records, including financial history, policy documents, etc. Secretary doesn't create the documents, but sees that they are stored for easy access to historical information.

Skills Required

- Ability to edit a PowerPoint presentation using PowerPoint or Google slides.
- Detail oriented
- Good listener and note taker
- Comfortable with using Gmail and web browser based applications

Time Commitment

- Monthly TellicoLife Board meeting: 1 day per month, 2 hours
- Create and distribute TellicoLife Board meeting minutes: 2 hours during the week after the board meeting