

Wallowa County Community Endowment
Fund Advisory Committee
Job Description: Secretary

Title: Secretary

Purpose: To provide a record of all endowment activities

Requirement/Skills:

1. Typing/word processing
2. Ability to take detailed notes
3. Basic writing skills
4. Commitment to the endowment
5. Good communication skills
6. Ability to work closely with people

Duties:

1. Attend all Fund Advisory Committee (FAC) meetings and take minutes
2. Record exact vote on motions
3. Duplicate and send minutes to FAC members and Oregon Community Foundation (OCF) (via email or mail)
4. Write thank you letters and other correspondence (and/or enlist the help of others during fundraising drives)
5. Help with endowment's sponsored activities and events
6. Attend OCF workshops and other training sessions
7. Maintain list of contacts as necessary in addition to OCF donor list

Minimum Time Commitment:

1. Two to three hours per monthly meeting, with the potential to meet less frequently as the fund develops
2. One to two hours per month for minutes and correspondence
3. Additional time as necessary during first six months

Results:

1. Personal satisfaction in growth of community endowment
2. Increased knowledge of the community
3. Opportunity to meet people and share ideas

Resources:

1. OCF staff
2. Computer
3. Limited use of NEOEDD staff and equipment