

CHS Academic Boosters Secretary Job Responsibilities

Responsibilities

- Record notes at all board meetings.
- Send electronic copy of notes to President for review prior to the next month's meeting (so they can be included in the pre-read material for the next month's meeting)
- Maintain a binder of all Academic Boosters Communications.
- Pick up US Mail at San Ramon Post Office on a weekly basis (more often as needed), deliver to Treasurer or Donations Coordinator

Time Requirements

August – June

- 2 hours/month: monthly meeting
- 2 hours preparing notes

**Last Updated: 3/08/2010
Jenny Mumma**