

Job Description:

Director(s) of Secretarial Services

Willamette University Institute for Continued Learning

The Director(s) of Secretarial Services shall:

- Take minutes at the Board meetings and Annual General meetings.
- Prepare minutes within one week for distribution to board members via Google Docs.
- Maintain the bulletin board in Kaneko including putting up posters for events and removing expired notices.
- Check for mail at the mailroom (located in Putnam University Center) on a regular basis. Report any requests or comments to the board that require action or were meant for the organization.