

Bellingham Branch Secretary - Two Year Term

Bellingham Branch of The Mountaineers, September 2014



Goal of Position

The Branch Secretary serves the membership by ensuring that Branch and Committee decisions and discussions at monthly Branch Committee meetings are documented and available for reference. This preserves the efforts of the Bellingham Branch of The Mountaineers to provide safe and inspiring activities, courses, and volunteer experiences and communicates these efforts to the membership.

Activities and Responsibilities

The Secretary ensures that Branch decisions are memorialized for future reference and creates systems for sharing information about the branch to the membership. He or she also helps motivate, lead, and support the activities of the branch and its volunteers, serves as a point of contact for activity committee chairs, and supports efforts to maintain a positive and collaborative culture that supports volunteers, and ensures that annual activities have adequate leadership and planning. As described in the Bellingham Branch Manual, "The Secretary shall be the recording office of the branch, and shall be the official custodian of all records and correspondence, other than Treasurers records, shall determine the methods of record keeping, and may delegate responsibility for the custody of records which relate to any branch activity. The Secretary shall also act as the Branch Resource for Branch officer training and selection. In the absence of a Chair-elect, the Secretary shall act as Chair-elect, as needed."

Qualifications Sought

- Commitment to the branch and organization vision
- Positive personal outlook
- Being someone who follows through on commitments while avoiding personal over-commitment
- Good listening and communication skills and an ability to relate to a broad range of personalities
- Good organizational and communication skills.

Each situation and opportunity is different. No previous experience in this kind of role is required.

Support and Reporting

The Branch Secretary is elected by the branch membership and serves the branch committee. He or she works with a committee of dedicated and friendly Branch Committee members who share a love of The Mountaineers and work together as a team. In addition, Mountaineers staff are available to answer questions assist anyone in the position.

How to apply

To be considered for the Bellingham Branch Secretary position, please contact Minda Paul at mindapaul@hotmail.com.

All members with sincere interest and realistic time to commit to this role are encouraged to apply!