



VOLUNTEER JOB DESCRIPTION

EXECUTIVE POSITIONS

When the executive is working toward something imminent, for example: creating and negotiating a lease or the charitable status application, then the time commitment can be 2-hour weekly meetings. There is also whatever tasks we volunteer to complete.

By June of 2010 we anticipate being able to meet once a month.

Currently we need:

SECRETARY

- Take notes at the meeting
- Turn the notes into Minutes and distribute

If we have a Membership volunteer then that is the extent of the job. However, if not, the secretary would also update the membership database.