

## **PROWUS Secretary Job Description**

Updated : 9/26/2020

### **Summary:**

Prepare Board meeting minutes, provide administrative support, vote on scholarships, and serve as an advocate of PROWUS.

**Average time / month** : 2-6 hours; more during scholarship review

### **Essential Job Functions:**

1. Attend all PROWUS Board meetings and vote on matters before the Board.
2. Prepare PROWUS Board meeting minutes and distribute.
3. Follow up on Board Meeting minute action items.
4. Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.
5. Manage format, content, updates and domain name for PROWUS.org .
6. Manage PROWUS scholarship application form.
7. Manage PROWUS Google drive organization.
8. Collaborate with PROWUS Board members on Board meeting agendas.
9. Participate as reviewer and voting member in the PROWUS scholarship process.
10. Participate in PROWUS fundraising activities.
11. Actively recruit additional PROWUS Board members.