



The Fort Cavazos Family Scholarship Fund

P.O. Box 5299 Fort Cavazos, Texas 76544

www.fortcavazosscholarship.org

Secretary

The Board is looking for a strong, detailed-oriented communicator to serve as our Secretary. Ideal candidates may have a job or education in public relations, marketing or communications, past or current related experience and experience with and passion for detail work taking minutes, managing calendar of events and managing board documents. The expected average time commitment for the Secretary is 3-5 hours a month.

Note: Board Members may not apply or have any family member apply for a scholarship while serving on the Board.

The Secretary shall:

- a. Maintain records as outlined in Bylaws, Article VI.
 1. Insurance Coverage
- b. Be responsible for production and distribution of current copies of the Constitution and Bylaws.
- c. Notify members of meetings
- d. Accurately records the minutes of all Executive Board meetings and provide copies of those minutes to all board members.
- e. Forward the approved minutes to the Installation Commander (Via the Director, Family and MWR)
- f. Shall act as Treasurer when deemed necessary by the President of the Scholarship Fund
- g. Collect any in-person, telephonic votes or electronic media votes and note them in the minutes
- h. Maintain a yearly calendar of all significant events, to include but no limited to community grant deadlines and duty suspense dates of executive board members
- i. Maintain all after action reports for a five-year period
- j. Prepare and distribute all invitations, thank you notes and letters
- k. Be responsible for certificate of appreciation
- l. Generate scholarship confirmation letters, certificates and all paperwork for the awards ceremony
- m. Provide a report of all activities within his/her scope of responsibility at each Executive Board Meeting