

Secretary Treasurer Duties

The secretary shall be responsible for keeping records of Coalition actions, including the taking of minutes at all Coalition meetings, distributing copies of minutes and the agenda to each Coalition member, and assuring that paper records are maintained. Other duties performed by the secretary include the following:

- Attend all Coalition meetings.
- Maintain all Coalition records and ensure their accuracy and safety.

The treasurer shall make a report at each Coalition meeting. When required, the treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Coalition members and the public. Additional duties are as follows.

- Maintain knowledge of the organization and personal commitment to its goals and objectives.
- Coordinate with Fiscal Agent as required.

This is a volunteer position for two years.

Voyage Forward Vision

We are one community focused on the future that values our citizens, environment and unique culture. We are open to new ideas and value the input from our citizens. We understand to improve and thrive, we must look to the future and invest in community and economic development.