

POPS: Job description

Position Title: POPS Secretary

Purpose: An active member of the POPS executive board primarily responsible for the recording of meeting minutes, managing the organization's governing documents and documenting the proceedings of the board.

Key Responsibilities:

1. Attends all executive and general Board meetings.
2. Creates the Agenda document for general Board meetings and records the meeting minutes and Board proceedings; subsequently distributes the meeting documentation.
3. Keeps the original copies of the governing documents of the organization. Compiles and distributes them to the board as necessary.
4. Maintains appropriate email lists and distributes POPS information to the constituencies accordingly.
5. As a member of the executive board is involved in board decisions including POPS Grant allocations.
6. Attends POPS socials and Wellesley performing arts events, as able.
7. Coordinates teacher acknowledgments of donations made in their name.

Time commitment: Varies; approximately 4 hours/month