



FSU Club Secretary

Reports to: FSU Club President; Committee of Advisor and Community Development Chair

Overall Objective: Support awareness and involvement in the mission and vision of Hang Tough Foundation on FSU's campus.

Responsibilities:

1. Actively participate in the Hang Tough Foundation FSU Club.
 - a. Leading FSU initiatives and presence on campus
 - b. Recruit Club Members and Leadership
 - c. Attend Club Meetings
 - i. If unable to attend, designate a replacement to take notes
2. Ensure proper documentation of meetings.
 - a. Collaborates with President to assemble Board Meeting Agenda
 - b. Send notices to membership regarding upcoming meeting date, time, and location.
 - i. At least:
 1. One Month Prior to Meeting
 2. One Week Prior to Meeting
 3. Day Before the Meeting
 - c. Distributes Meeting Agenda to Executive Board and Membership
 - i. At minimum, 5 days prior to meeting date.
 - d. Ensure accuracy of board meeting minutes
 - i. Email Minutes to the Executive Board, Club CoA, and Board Community Development Chair within 1 week of the meeting
3. Serve as (acting) President in absence of President and Vice President
4. Attend as many volunteer opportunities as possible.
 - a. Encourage others to attend as an ambassador of Hang Tough Foundation.
5. Work with board to identify/maintain ways to benefit and serve local families
6. Assist in developing plans for expanding the Hang Tough Foundation presence
7. Network in the community on behalf of the foundation

Time Commitment: (5-10) hours a month