



**Community of Advisors**  
**Volunteer Job Description**  
**Secretary**

**Board Mentor:** Community Outreach Chair

**Overall Objective:** Support and Assist the mission and vision of Hang Tough Foundation. Record and report CDC minutes to committee and chair.

**Responsibilities:**

1. Keeps record of CDC meeting attendance.
2. Keeps accurate minutes of meetings.
3. Records all motions and decisions of meetings.
4. Keeps copies of committee meetings minutes.
5. Distributes minutes and actions to CDC promptly after meetings.
6. Network in the community on behalf of the foundation

**Skill Set:**

- Proficient in Google Drive
- Professional and sensitive communication skills via email and phone
- Detail Oriented

**Time Commitment:** Approximately 2 hours/month January – December