

BADGER HONOR FLIGHT
BOARD OF DIRECTORS – JOB DESCRIPTION – SECRETARY
September 2017

The duties of the Badger Honor Flight [BHF] Secretary include:

- Distributing meeting information by the collection and dissemination of agenda items and director reports,
- Recording the actions and discussions of board meetings,
- Distribution of board minutes to board members,
- Preparing electronic and printed records of board deliberations for an archive of BHF actions.
- Collecting printed, pictorial and video matter relating to BHF in all news media organizations for preservation in an historical file
- Scheduling meeting facilities and equipment.
- Arranging/participating in the following ceremonial functions:
 - Monitoring newspaper obituaries, noting the passing of BHF veteran alumni, posting a condolence on the funeral home web page, attending visitation of the alumni whenever possible, presenting a ‘Fallen Warrior’ medallion to the next of kin or the guardian if present, and notifying the BHF Director of Administration
 - Recording vignettes of BHF staff and veteran experiences.
- Attend all regular and special meetings of the Board of Directors
- Perform such tasks as possible when requested by the Chairman of the BHF Board.

The above duties shall be performed by personal effort and/or by delegation and supervision of volunteers.

Are there any special skill needed for this position—e.g., Microsoft word, communication skills?