

BADGER HONOR FLIGHT

BOARD OF DIRECTORS – JOB DESCRIPTION – SECRETARY

December 2021

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

1. Distributing meeting information by the collection and dissemination of agenda items and director reports,
2. Recording the actions and discussions of board meetings,
3. Distribution of board minutes to board members,
4. Preparing electronic and printed records of board deliberations for an archive of BHF actions.
5. Collecting printed, pictorial and video matter relating to BHF in all news media organizations for preservation in an historical file
6. Scheduling meeting facilities and equipment. Schedule video meetings when needed and ensure equipment is available for use of Power Point presentations.
7. Arranging/participating in the following ceremonial memorial functions:
 - a. Monitoring newspaper obituaries,
 - i. Noting the passing of BHF veteran alumni, posting a condolence on the funeral home web page,
 - ii. Attending or soliciting a Memorial Team member to attend visitations of the alumni whenever possible, presenting a ‘Fallen Warrior’ medallion to the next of kin or the guardian if present, and
 - iii. Update Honor Apps data base and archiving records.
8. Attend all regular and special meetings of the Board of Directors. Coordinate remote meetings via Zoom as needed for Board of Directors, Flight Team & Volunteers.
9. Track Board Terms and position descriptions for each director position. Post for positions on social media, etc. Prepare for and organize interviews.
10. Serve as liaison between contracted IT vendors for O365 access. Handle requests for volunteer access from Board Members.
11. Assist Treasurer as requested for second signature of checks, run customer credit cards, PayPal and Venmo transactions through BHF accounts.
12. 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.

Skills and Qualifications

- Strong communication skills (verbal & written)
- Attention to detail

- Time Management
- Organized
- Self-motivated
- Able to work as a team member
- Responsible
- Ability to lead a diverse team of volunteers
- Proficient in a variety of computer programs
 - o Word
 - o Powerpoint
 - o Excel
 - o Adobe Acrobat

Working Conditions:

- The incumbent will need to provide their own phone, laptop and internet access.
- Position requires travel to/from events and meetings and BHF doesn't reimburse for mileage.
- This position is a volunteer, unpaid position requiring a 3-year commitment; 2 years as an active Board Director of Administration and one year as emeritus in a support/advisory role only.
- Hours volunteering vary according to Board business, events and flight season.