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**Executive Committee Secretary**

**Position Objective:** To record the work of the Executive Committee

**Position Reports To:** WIP Chair

**Length of Service:** The Executive Committee Secretary will serve a one-year term

**Position Description:** In collaboration with United Way, the Secretary of Women in Philanthropy is responsible for keeping records for the organization including minutes, agendas and calendars

**Principal Responsibilities:**

* Reminders, schedules, date suggestions for executive committee meetings
* Prepare and distribute agendas, calendars and minutes for executive committee meetings
* Serve as a spokesperson for WIP when asked.
* Reviews and keeps track of meeting minutes from executive committee meetings and other committee meetings.
* Review the budget with the WIP Director, EC Chair, and EC Vice-Chair to help keep track of expenditures and sponsorships.

*I have read the duties of the WIP Executive Committee Secretary, and I agree to serve to the best of my ability as a leader of Women in Philanthropy during the 2023-2024 fiscal year.*

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Signature Date