

## **Secretary to the Board of Directors**

We are in the process of seeking a candidate for the 2024 position of Secretary to the Board of Directors. This is an elected, volunteer position and the term will be for one year from January 1st to December 31st. The successful candidate should be a Pine Shores member and have good note-taking and computer word processing skills, be able to manage electronic files and communicate effectively using email.

Briefly, the basic duties will require the candidate to attend the monthly Board Meetings at the Stafford Gallery in Manahawkin on the first Wednesday of each month starting at 9:30AM, and also attend the monthly General Membership Meetings on the second Monday of each month starting at 7PM.

Following each meeting, the Secretary will prepare and type minutes from their notes to summarize the meeting proceedings and distribute copies of the meeting minutes to each Board member by email, and also file a copy of the minutes in the annual meeting binder.

**Anyone who may have questions about the above requirements, or is interested in being considered for this position, please CONTACT Paul Hartelius at (908) 419-9363**