



Upstate Chapter Secretary

Role Overview

The secretary role is foundational to each chapter. The secretary (or secretaries) help(s) record institutional knowledge, order supplies, and maintain detailed records of decisions, investments, goals and milestones of the organization.

This is a role that is best shared amongst 2-3 volunteers as the time commitment is at least 5hrs per month.

Responsibilities

- Attend monthly Board meetings and take detailed minutes (90mins + commute)
- Store minutes on shared Google Drive
- Purchase and distribute office supplies (business cards, promotional materials, display materials)

Anticipated Skills

- Strong interpersonal and networking skills to build relationships both inside and outside of the organization..
- Comfortable with the Google Suite (Sheets, Docs, Forms, Gmail, etc.).
- A genuine interest in South Carolina's native flora and environmental conservation.