



Officer Job Description

Secretary

Parent University Executive Board Mission Statement

“fulfill my joy by being like-minded, having the same love, being of one accord, of one mind. Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others.”

Philippians 2: 2-4

The Parent University Executive Board is composed of the President, Vice-President, Secretary and Treasurer. Its primary purpose is to work in tandem with school administration to achieve the common goal of making Fort Myers Christian School a school of excellence where it can be a leader in the local community and a witness for Jesus Christ.

Officer Position:	Secretary
Reports to:	President
Professional Skills:	Communication skills, organizational skills, listening skills, team oriented
Job Summary:	<p>The ability to work as a team with officers, be a role model for committee chair's and volunteers, take minutes at meetings, and step in where needed.</p> <p>Preparing meeting minutes, collaborating with officers and committee chair's, participating in events as needed</p> <p>Participation in Parent University Executive Board Meetings</p>
Physical Abilities:	Must be able to pick up and/or lift at least a 5 lb. box