



BOARD POSITION – Secretary

Term of Service: Sep.1st – Aug.31st

This position consists of the following jobs:

- Board Meeting Attendance
- Composition of Board Meeting Minutes
- Email Distribution of Board Meeting Minutes

Board meetings take quarterly, on average. Minutes consist of a typed document recording summaries of the topics discussed during a meeting, and the names of individuals responsible for contributing significant pieces of information pertaining to the topics. Distribution requires electronic means and hard copies. Printing is available at cost to *The Dance Project*.

** List is subject to change.*