

Job Descriptions: Recording & Corresponding Secretary

Both of these roles set a professional, personal and gracious tone for our community as their correspondence binds us to many county, state and local organizations.

1. Recording secretary: Responsible for the “recorded administration” of each FCCA meeting:
 - a. Agenda sharing and distribution
 - b. Capturing meeting minutes
 - c. Sharing meeting minutes and archiving accordingly
 - d. Shares, retains, archives and distributes relevant artifacts from FCCA functions.
 - e. May record and report attendance.
 - f. Maintains County and non-profit documents along with Treasurer.
2. Both roles serve as ambassador and evangelists for the Fall City Community.
3. Corresponding secretary: Writes personalized thank you notes or does other forms of outreach to show appreciation to guest speakers or special guests of the community. “Passive lobbying.”
4. Both roles coordinate to capture meeting notes or other official meeting documentation.
5. Assists with the coordination and logistics associated with guest speakers or Fall City VIP visitors.
6. Communicates and shares various relevant articles about Fall City and the community via social media, our website or other mediums.
7. Responsible—along with fellow officers and the community--- for moving initiatives forward.
8. Listens to the community and gathers information to share with King County and other entities.
9. Actively works to monitor and pay attention to community related issues.
10. Assists in administrative tasks related to the good of the FCCA if not addressed by fellow officers.
11. Works to grow community participation, engagement and involvement across a wide variety of topics, platforms and initiatives.
12. Collaborates with other community organizations such as Fall City Arts, The Historical Society, The Metropolitan Parks District, The King County Library, etc.
13. Maintains a friendly, professional demeanor and is responsible and accountable.

