



Job Title:	Secretary	Position Type:	Volunteer
Department/Group:	Board – Ephrata Baseball Association	Term	One year
Location:	EBA Facility Team Room - Ephrata, PA	Travel Required:	No Travel Required
Will Train Applicant(s):	Will Train Applicant(s)	Voting Rights	None

Job Description

ROLE AND RESPONSIBILITIES

- Maintains a register of board members.
- Records the minutes of meetings, prepare in typed format, and distribute via email to the board President.
- Provide attendance roster for each board meeting.
- Maintain files of all board minutes, attendance rosters, meeting agenda's, activities which are secured at the EBA Facility.
- Monitors the EBA Gmail email account (ebavolunteers@gmail.com) and responds appropriately or directs the correspondence to the appropriate board contact.
- Maintains the volunteer child abuse and criminal background check files (currently within Stone Alley).
- Engages volunteers from registration, connects them with board or coach, and facilitates clearance process when applicable.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Background check clearance
- Preferred high school diploma or equivalent

PREFERRED SKILLS

- Proficiency with computers – email, word processing
- Ability to organize various information and share in a concise and accurate manner
- Time management

ADDITIONAL NOTES

- Position requires attendance at the EBA board meetings approximately every six weeks

Applicant Reviewed By:		Date:	
Applicant Approved By:		Date:	
Last Updated By:		Date/Time:	