



Sherwood Charter School Board - Secretary

About the Role

As the school board secretary your main role is to take notes on the board meetings topics of discussion and record the results of votes. After a meeting has concluded your duty is to create a minutes document in Dropbox for board members to review. Once the minutes have been approved by a vote, you post a final copy to Dropbox as well as create a PDF copy to send to the front office.

About You

- No prior experience necessary
- Able to dedicate one evening a month to attend board meetings
- Willing to dedicate 4-5 hours a month to create a document of the meeting minutes

What You'll Do

- Attend monthly meetings
- Take notes during meeting and create minutes
- Participate in yearly administrator survey and review process
- Maintain minutes files in Dropbox

Interested in applying or have more questions about the role? Please email scsboard@sherwoodcharterschool.org