

4th HOOAH WI Board Member- Secretary

Roles and Responsibilities

The Secretary of the 4th HOOAH WI supports and sustains the work of the 4th HOOAH WI, and provides leadership and strategic fundraising support. This role requires the following specific duties:

- Understand and implement the 4th HOOAH WI mission and vision statements (see below)
- Carry out special assignments as requested by the board president
- Participate as a vital part of board leadership
- Attend 85% of the WI board phone meetings (bimonthly) currently the second and last Wednesdays of a month at 9 p.m.
- Take meeting notes, create a google doc and share on google drive in a timely manner
- Send thank you notes after events to corporate donors/sponsors
- Update facebook with news/events as approved by the HOOAH Vice President
- Research Grant/Scholarship opportunities for board approval
- Attend to policy related decisions that effectively guide activities of board
- Stay up to date on HOOAH financial reports
- Identify and solicit individual and/or corporate donors for the 4th HOOAH WI
- Actively participate in the planning and execution of all fundraising events
- Identify Veterans to help and bring plans to the board
- Effectively represent the 4th HOOAH WI in the local community, state, and national level as applicable.
- Participate in an annual self-assessment process for the 4th HOOAH WI board
- Personal qualities of integrity, credibility, and a passion for helping improve the lives of veterans in Wisconsin.
- Must be detail oriented and organized