

# South River Foundation for Educational Excellence (SRFEE)



SRFEE was formed in 2015 with the purpose to enhance and expand enrichment opportunities for all students in the public school district of South River, NJ

Position Title: **Board Corresponding Secretary**

## Position Description:

The **Board Corresponding Secretary** is responsible for providing support to the board of directors in support of the mission of the South River Foundation for Educational Excellence (SRFEE). The **Board Corresponding Secretary** will be responsible for working to achieve the vision & direction of the organization to best achieve the mission of SRFEE.

## Qualifications:

- Self-motivated; ability to take initiative
- Experience with volunteer support and management
- Excellent Interpersonal skills
- Highly organized
- Resourceful
- Computer Skills a must - Google Drive, G-Suite of products.
- Comfortable with Public Speaking either in person or virtually.

## Responsibilities:

- Support the mission of SRFEE
- Attend monthly board meetings
- Take Meeting Minutes in the absence of the Recording Secretary
- Prepare and answer SRFEE correspondence as needed. Most correspondence is electronic.
- Facilitate and manage distribution of SRFEE-related information on social media platforms.
- Prepare and/or assist in submitting ERams to the Board office.

## SRFEE Mission

To ensure the highest level of educational innovation supporting students, faculty and staff with community involvement and a partnership of lifetime learning.

## How to Apply

Visit [www.srfee.org](http://www.srfee.org) under the Support SRFEE

## Hours

Estimate: **2-4 hours per month**. Additional time will be required during special fundraising events.

## Benefits

Use your gifts to create educational opportunities for our students. Become part of a talented, diverse and caring community. Experience the gifts and talents of students/teachers that are empowered through education.

***Volunteers are not paid because they're worthless, but because they're priceless"***

Website: [www.srfee.org](http://www.srfee.org) Facebook: [www.facebook.com/SouthRiverFEE](http://www.facebook.com/SouthRiverFEE) Email: [info@srfee.org](mailto:info@srfee.org)

Mailing Address: **15 Montgomery Street, South River, NJ 08882**

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