

# 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 Recording Secretary**

### Position Description:

The **Board Recording 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 Recording 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
- Ensure the accuracy, organization, and safekeeping of all board records.
- Manage minutes of board and special meetings.
- Ensure minutes are distributed to members shortly after each meeting
- Familiar with legal documents to note applicability during meetings.

## 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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