

Board Position

Secretary

Mission: The Three Rivers Fibershed (TRF) develops decentralized textile economies that build soil health and protect the wellbeing of our shared biosphere within a 175 mile radius of Minneapolis.

Position: The Three Rivers Fibershed seeks a board Secretary to ensure smooth operations of the board. **This is a volunteer board member position.**

Responsibilities:

- Record meeting minutes and the roll at board meetings.
- Provide notice of board meetings and distribute board meeting agendas.
- Maintain organization records.
- In conjunction with the President and Treasurer, oversee and maintain organizational policies and procedures, including governing documents.
- In conjunction with the President, Treasurer, and bookkeeper, ensure that government filings and remittances are submitted on a timely basis.
- Train a successor and ensure a smooth transition.
- Attend and present at monthly board meetings.
- Serve as a member of the Executive Committee and other committees, as needed and possible.
- Represent TRF at various events throughout the year, as possible.

Skills:

Detail oriented and well organized. Willing and able to become familiar with TRF's purpose, structure, and programs, its governing documents and policies and procedures, and its board culture and norms. Comfortable working with the Google Suite for email communications and maintaining files. An ability to commit the time required to fulfill the responsibilities described. Commitment to the fibershed ethos.

Setting: Remote. Will need access to internet for monthly virtual board meetings and completing weekly operational work for the organization.

Interested parties should send a resume and a brief statement of interest to Maddy Bartsch at hello@threeriversfibershed.org. Qualified parties will be contacted for virtual interviews.