

**ODEAF Board
Secretary/Affiliates/Membership
(Communications Chair)**

Position Description

The S/A/M, will work collaboratively with the Board of Directors in leading the transformation Oregon Deaf Empowerment & Advocacy for Families, (ODEAF) from its current stage to a more mature organization capable of delivering on its long-term vision. *Specifically, she will help ensure the efficient flow of internal and external communications.*

Secretarial Tasks

- Record and maintain votes through 1) board retreats, 2) regular online meeting, and 3) emails
- Type and organize various files on 1) board meeting minutes, 2) templates, and 3) relevant documents for ODEAF files to be passed onto future boards
- Proof various documents as needed
- Keep the Affiliate Handbook and other necessary documents updated
- Manage all ODEAF's correspondences, including Thank-You notes

Affiliate Development Tasks

- Ensure that the flow of communication permits ODEAF to make continuous progress towards the achievement *of its mission* and that those resources are distributed and shared to reflect present needs and future potential affiliates
- Assist on implementing new affiliates that will ensure consistency throughout the organization and enhance networking and support in local areas
- Maintain a running database on affiliate notes
- Support and motivate current and pending affiliates

Membership Development Tasks

- Ensure the delivery of high quality services while managing for current and future growth of membership base
- Keep track of membership status
- Cross-reference on membership dues with Finance Chair "Treasurer"

Qualifications

- Strong organizational skills
- Meticulous attention to details
- Regular communication skills, internally and externally
- Strong commitment to the organization
- Ability to respond to communications promptly