

NVSO Executive Committee Secretary (volunteer position) Job Description

SUMMARY OF DUTIES:

- Produce minutes of NVSO Committee meetings
- Maintain current roster of NVSO Committee Members
- Monitor and answer mail to the NVSO1982@gmail.com account
- Monitor the NVSO Post Office Box – P.O. Box 2089, Merrifield, VA 22116

DETAILED DESCRIPTIONS

MINUTES:

Minutes will be produced for every meeting of the full NVSO Committee. Notes of Executive Committee meetings are at the discretion of the Chair.

Minutes will be provided to the full NVSO Committee membership, as on the current roster of NVSO Committee Members, prior to the next committee meeting.

The final version of minutes are stored on the nvso.us website, MEMBERS ONLY section. The NVSO webmaster will post on the website.

ROSTER:

A current roster of all NVSO Committee Members, and advisory members, will be maintained.

The current version of the roster is stored on the nvso.us website, MEMBERS ONLY section. The NVSO webmaster will post on the website. It is also advisable that the Secretary email the roster to all committee members when changes are made.

The roster must contain contact information for all NVSO committee members. Roster should also include position identification of Executive Officers, Sponsoring Agency Representatives, and any advisory positions.

NVSO email:

NVSO receives a significant amount of email to their nvso1982@gmail.com account. The density of mail varies. Heavy mail can be expected as registration opens, as the start of competitions approaches, and after mass-mailings from the NVSO Chair or FuseSport. There is also a steady stream of spam into this account (5-10 per week) that is easy to recognize and delete. NEVER open an email link if you are uncertain of the source. If in doubt, DELETE the email.

NVSO Post Office Box:

The official mailing address for NVSO is P.O. Box 1982, Merrifield, Virginia, 22116. This is located at the Merrifield Post Office, 8409 Lee Highway, Merrifield, VA 22116. The P.O. Box is accessible when the Post Office is closed.

We are billed for the P.O. Box annually. The Post Office emails the NVSO point of contact annually with the payment information. The Post Office also puts a hard copy notice in the P.O. Box, generally late January to early February, with the billing information. Pass this information to the NVSO Treasurer to pay this bill.

Betsy Bailey is the current email point of contact for the P.O. Box. This should be changed to the Secretary.

The Secretary does the initial review of all mail received at the P.O. Box and distributes the mail as appropriate to other members of the committee. The Secretary takes the lead to reply with a "Thank You" note, as appropriate. Generally this occurs when cash/check donations are received in the P.O. Box. The cash/check is forwarded to the treasurer. To ensure a timely response to donors, the Secretary will write an immediate "Thank You" to the donor. This actually occurs very infrequently.

Pre-Covid – most mail was distributed as appropriate, at monthly committee meetings. This is dependent on time-sensitivity of the mail.

Since early 2020, the Secretary, notifies the appropriate committee member of any pertinent hard-copy mail by email. If necessary, hard copy mail that needs to get to other committee members will be mailed by the Secretary.

Time Commitment: Attending meetings – 2 hours/month taking notes

Drafting minutes for review by committee – 2rs

Total time on average (including minutes; monitoring NVSO email by nvso1982@gmail.com- responding or forwarding - daily; maintaining roster; checking post box) = 10 – 15 hours/month