

Role Title: BURNING SEED SECRETARY

Team: Admin

Department: Engine Room

Role Purpose:

- We are the paper pushers, the organisers, the scaffolding on which the dreamers, artists, and raw muscle build Burning Seed. The secretary is a crucial role in our organisation, scheduling and taking minutes at all high-level meetings, and delivering those minutes to all appropriate parties afterward. In short, this person is the grease in all of our wheels.

Duties/Responsibilities:

- Deliver timely calendar invites and agendas to appropriate stakeholders for meetings.
- Take accurate meeting minutes during Town Council and Facilitator meetings, as well as during the annual Summit weekend.
- Deliver meeting minutes after each meeting to appropriate stakeholders in a timely manner.
- Send action items from minutes to appropriate parties.

Working Relationships:

- Burning Seed Town Councillors
- Burning Seed Facilitators

Time Commitment:

- **Year Round:** 8-9 hours per month
 - 2 hour Town Council Meeting (usually 3rd Tuesday of every month)
 - 2 hour Facilitators Meeting (usually 4th Monday of every month)
 - 2 hour Restructure Meeting (usually 3rd Wednesday of every month)
 - 2-3 hours on calendar invites, creating agendas & minutes distribution
- **On Site:** 1 hour on Wednesday at 10am pre-event (Team Leads on-site meeting)
- **Summit:** two days, usually the last weekend of November

Necessary Qualities, Knowledge and Experience:

- Desire to serve the burner community
- Access to a computer and the internet
- Strong communication skills, especially in an online environment
- Comfortable learning and using software (especially Google Apps suite and various virtual meeting platforms)
- Time management - work planning and ability to stick to deadlines
- Minimum typing speed of 60WPM

Desirable Qualities, Knowledge and Experience:

- Experience scheduling meetings and taking minutes
- Experience with Google Apps

How to Join: email jointhecrew@burningseed.com to register your interest.

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