



College for Seniors Secretary

Volunteer Description | Updated 9/2025

Objective

Maintain complete and accurate records of CFS meetings.

Responsibilities

- Write, submit, finalize and archive minutes for CFS meetings (e.g. CFS Committee, CFS leadership) in a timely manner.
- Assist OLLI staff and CFS chairs with projects as needed.
- Participate in CFS meetings as appropriate.
- Train incoming secretary as needed.

Qualifications

The secretary should have good organizational and communication skills, in addition to reliable access to a computer, internet connection and working knowledge of Zoom and Google online tools (e.g. Gmail, Docs, Drive) or the willingness to learn.

Time Commitment

Approximately 3-4 hours/month (includes [monthly meetings](#))

Length of Term

Two years