

## **Executive Secretary Position:**

The Executive Secretary takes notes on a TRUFA-supplied laptop during all TRUFA Executive Board meetings. The notes are then copied to TRUFA's Confidential Administrative Assistant for final preparation of the meeting minutes.

### **Time Commitment**

- ❖ Regular attendance at all TRUFA Executive Board meetings, held approximately twice per month from September through May. The meetings are held from 2:30 to 4:30 pm on Fridays at TRUFA's House #1 or another campus location.