

Volunteer Position Description: Old Roosevelt Meeting Notes

Organization	Red Lodge Area Community Foundation
Contact Info (Name of supervisor, Phone, Email, Org website)	Tracy Timmons Cell: 406-425-0292 Work: 406-446-2820 Email: tracy@rlacf.org
Title Position	Old Roosevelt Meeting Notes
Brief Description (What are the primary duties and necessary skills? Remember to keep it upbeat, fun, and short!)	<ul style="list-style-type: none"> • Capture the essence of each meeting by taking notes and distributing them to the committee. • Focus on the “Big Picture” of the project development. • Follow the steering committee developments and share them more widely. • Email to the Director in a timely fashion. • Outline committee action items and set timelines.
Time, Place, Duration (Fixed or flexible schedule, remote or physical, long-term or single event, etc.)	This is a long-term volunteer position with a flexible schedule. Average 2-3 hours a month. You would attend the steering committee meetings and capture the essence of the planning and next steps so they can be communicated to all members. You could use our computer or yours.
Qualifications/Interests (Required or preferred. Is this a youth or adult position?)	Must be able to use, or learn how to use, Microsoft Word. Must be able to collect details and scenarios that capture the intentions of the committee members to keep them on track and united in purpose of the Old Roosevelt Arts & Culture center redevelopment.
Orientation and Training (How will you make sure your volunteer is prepared for the task?)	Our volunteer advocate will meet with you to orientate you to the Foundation and then set up a meeting with your supervisor who will discuss the position description. You will be invited to a Foundation orientation to learn more about the Voice of the Foundation within the community.
Organization Description (Briefly state what you do in the community.)	Connecting people and building community by catalyzing change and sharing resources to build a strong, vibrant, resilient, inclusive community.
Why is this position important to the organization?	Your efforts are crucial to share the factual word! We need to send consistent information into the community to build momentum for a successful project that will serve a very diverse sector of the community, that has long been in need. You will share in the Vision, options, and a variety of possibilities.
Misc. (Anything else you want to say.)	The Old Roosevelt project has been at work for 5 years and has built a lot of momentum over the past 2 years and we need more help. We have a lot of information we can provide you as background.

