



NAHREP-Collier/Lee Chapter
P.O. Box 990357, Naples, FL 34116-0357
www.NAHREPCollierLee.org

Requirements –Executive Board Secretary

1. Send out monthly Board meeting reminders.
2. Take detailed minutes at monthly Board meetings.
3. Distribute minutes to all board meetings within 72 hours of Board meeting.
4. Attend all NAHREP Collier-Lee events as representative of the Board and Chapter.
5. Schedule and coordinate meetings as directed by Chapter President.
6. Step in when necessary in place of Board member at functions.
7. Assist during monthly Lunch 'n Learn Events.
8. Excellent organizational skills.
9. Commitment to Chapter growth in Lee and Collier County.
10. Head a NAHREP Collier-Lee Committee
11. Watch Chapter grow and have fun!!

Please keep in mind we cannot have two board members from the same company!