



ARTree Board of Directors Secretary Requisition

Join Our Board of Directors: Secretary Position Available

Are you passionate about community arts and eager to make a difference? The ARTree Community Arts Center in Newhall is seeking a dedicated individual to join our Board of Directors as Secretary.

This is a *non-paid* leadership position with a one-year commitment, requiring once a month attendance at board meetings virtually or in-person.

About Us

The ARTree Community Arts Center is a nonprofit organization committed to enriching lives through the power of the arts. We provide classes, workshops, and events that inspire creativity and bring our community together. By joining our board, you'll play a vital role in shaping the future of our organization and expanding access to the arts in the Santa Clarita Valley.

Role and Responsibilities

As Secretary, you will:

- **Record and Maintain Minutes:** Attend board meetings and accurately document meeting minutes.
- **Organize Records:** Ensure all organizational documents, including meeting minutes and board decisions, are filed and accessible.
- **Contribute Strategically:** Collaborate with fellow board members to guide ARTree's vision and mission.

We're looking for someone who:

- Has excellent organizational and communication skills.
- Is passionate about the arts and community engagement.
- Is available to attend monthly board meetings (approximately 1 hr.) and participate in occasional ARTree events.

Why Join ARTree?

- Help us foster creativity and inclusivity in Santa Clarita.
- Be part of a dynamic team committed to the arts.
- Gain experience in nonprofit governance and leadership.

This is a volunteer position, and your contribution will directly support our mission to make the arts accessible to all.

How to Apply

If you're interested or would like more information, please email us brief statement about why you'd like to join at artree@theartree.org.