

# **Open Leadership Team Positions**

The COLF Leadership team is seeking a new Recording Secretary and a Communications Committee Chair (Position Descriptions below). The Leadership Team meets once per month (usually the third Monday) to discuss and plan events,

## **Recording Secretary:**

The Recording Secretary shall generate minutes from the Leadership Team meetings and prepare any official correspondences in coordination with the Chair.

## **Communications Committee Chair:**

The Communications Committee Chair shall monitor issues and events at the local, state, and federal levels and report on anything of interest to our membership. This would include monitoring the legislation session in Richmond for any significant bills and keeping track of local Lake Frederick issues (such as the Madison property project).