

Inland Northwest Council of Libraries (INCOL)
<http://incol.scll.org/>

Position Description

POSITION TITLE: Previous Chair
POSITION SUMMARY: Provide leadership, guidance and support to the Current Chair. Act as meeting transcriptionist.

RESPONSIBILITIES:

1. Provide leadership, guidance and support to the Current Chair.
2. Attend all INCOL meetings and take minutes.
3. Type up minutes and email them to INCOL members in attendance for review.
4. After minutes have been reviewed, email them to the Webmaster.

Approved: May 22, 2013

Revised: