

HEAR Secretary Director

Contributed by Jennifer Gunter
Friday, 01 August 2008
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Hi! We are Newman and Jennifer Gunter. We have been married for almost 16 years. We have a son Bryce who is 8 and a daughter Aubree who is 6. We have homeschooled from the beginning. This year Bryce will be starting 3rd grade. Aubree will be starting Kindergarten. Newman helps to explain math concepts, does some science experiments and reads with the children.

We have been members of Westwood Baptist Church for 14 years. Our family is involved in many different ways serving at church. We feel blessed to be a part of this church family.

This is my third year serving as HEAR Secretary. We desire to be a support and encouragement to all homeschool families. Please contact any one of us with your questions or comments.

Job Title – HEAR Secretary Director

Job Purpose: Maintain Accurate HEAR Records

Key Responsibilities:

- Record minutes of all support group and board meetings and make them available to the Board of Directors
- Work with the Website Administrator
- Post necessary information on the HEAR calendar, email, or website
- Work with the Finance Director
- Alternate signer of HEAR checks if needed
- Monitor the website calendar
- Be available to assist with communication when needed
- Write thank you notes
- Serve on the Board of Directors and is expected to make effort to attend board meetings and all board functions
- Keep the HEAR leaders updated with pertinent information
- Submit a bio and photograph to the Website Administrator