**Job Title: Insert**

Date updated: Insert date (by name)

DMYS EMAIL: INSERT@DetroitMYS.org

Board position? yes/no Officer? yes/no

Primary Description: insert here

Other internal/external positions you mostly work with: insert here

General time commitment: insert here

**ONGOING RESPONSIBILITIES**

**Specific Job Activities / Deliverables by month:**

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

**Key Contacts:**

* (if any)

**Other Notes:**

* (if any)