

Secretary

RESPONSIBILITIES & QUALIFICATIONS

General Expectations:

- Attend Monthly Board Meetings (2nd Wednesday of the month)
- Time – 1800–2100 hrs
- Submit meeting materials (including Monthly Status Report)
- Review materials from other portfolios
- Update PMI OVOC Calendar with portfolio activities
- Review portfolio budget
- Respond to emails within a typical business timeframe

Key Responsibilities:

- Manage work of Registrar
- Manage work of Technology volunteer
- Prepare agenda for monthly Board meetings – Friday prior to Board meeting
- Issue request for agenda items at least one week prior to Board meeting
- Order dinner for Board meetings
- Coordinate the release of the monthly newsletter (email)
- Take minutes for Board meetings, and sending out for review – one week after meeting
- Cheque signatory
- Prepare the Secretary budget
- Board Meeting Costs, Secretariat Costs (mailbox, storage locker)

Qualifications: