



Secretary

Purpose:

The incumbent will provide administrative support to the Executive Committee by carrying out the duties listed below in a professional and efficient manner.

Time Commitment:

- 1-year term
- 6-10 hours per month
 - Attendance at HAV Executive meetings once per month (approximately 3 hours per month)
 - 2-3 hours monthly in follow-up actions
 - Attendance at HAV Workshops/social events (approximately 2 hours every month)
 - Attendance at full-day planning retreat in August
 - Attendance at ½ day AGM in June

Accountability:

To membership through President

Responsibilities:

- a) Record, transcribe and circulate the minutes of all meetings.
- b) Participate fully in the strategic governance and planning process.
- c) Prepare correspondence as requested by the President.
- d) Be responsible for the stationery supply (including cardstock for certificates and folders), and all records.
- e) Maintain an up-to-date membership list, process new membership requests; send out renewal forms in April/May and reminders in September as required.
- f) Maintain Years of Membership list; prepare certificates for members with years of consistent membership at 5-year intervals (5, 10, 15 years etc.) for awarding at AGM.
- g) Ensure completion and submission of the Ontario Corporation documents within 15 days after the AGM or any change in designated Director's information.
- h) Hold and use one of the keys for the mailbox as an alternate to the Treasurer.
- i) Oversee ad-hoc committees related to the portfolio.
- j) Provide 1 raffle item for Festive Lunch (December) and AGM (June)
- k) Assist with set-up and clean-up of workshop/event spaces

- I) Provide VP and Secretary driving directions/parking instructions to your organization (for forwarding to attendees) when workshop/events are held there

Qualifications:

- Attention to detail
- Solid written communication
- Interpersonal skills and team player

- General Member in good standing
- Good knowledge of the Association
- Able to perform the duties specific to the office
- Organizational skills and time management skills
- Ability to work independently but also participate as a team member
- Work under pressure
- Ability to meet deadlines

Benefits/Impact:

- Support HAV and help make decisions on how the association operates
- Complement your resume with Executive involvement
- Leadership role
- Expand your network of speakers and experts
- Further develop your organizational skills
- Work with a team of dedicated, like-minded individuals
- Network and work closely with local leaders of volunteer engagement
- Accumulate points towards PAVRO Certification

Detailed Tasks/Process:

Ongoing

1. Work with Treasurer to ensure accurate membership lists; send list out to members periodically
2. Review all member profile forms; inform Mentorship General Member of requests to be involved as mentors or mentees; in January/February inform Past President of expressions of interest in Executive roles.
3. Forward 'Save the Date' notices, invitations and reminders for workshops and networking events to membership.
4. Track rsvp's (and attendees' dietary restrictions) for workshops and networking events; keep Executive informed of rsvp's.
5. Forward workshop presentation materials, if available, to attendees.
6. Work with webmaster to ensure updated information on the website, including keeping user id and password.
7. Receive and reply to queries from the website.

8. Keep Treasurer informed of UPS mailbox (annual) and GoDaddy renewals (bi-annual, but could change)

Annual General Meeting (AGM)

9. Send notice of AGM to membership 1 calendar month prior to AGM date
10. Prepare Secretary's Report and summary; send to Past President for inclusion in AGM presentation slides
11. Ensure mail is retrieved on AGM Early Bird deadline date
12. Present Secretary's Report and summary at AGM
13. Maintain an organized usb of year's work to be saved on the master usb at, or shortly after, the AGM, including finalized monthly meeting notes, updated membership form, updated membership contact list, updated years of membership list
14. Mail out Years of Membership certificates to non-attending members
15. Prepare new binder for incoming Secretary, referring to the Table of Contents for documents to be included
16. Participate in handover meeting, and provide guidance to incoming Secretary

Updated: April 2019