



Position Title: Secretary

Job Description & Responsibilities:

- Managing the team email and handling correspondence with our partners and members
- Being the official record keeper of all meeting minutes, attendance, and proceedings.
- Collecting all minutes and proceedings of all sub-committees to archive and share with the rest of the board members.
- Keeping an organized record of all files, reports, correspondence, and information necessary to the function and purpose of the organization.
- Delivering, within (10) ten days after the conclusion of each Executive Board meetings, copies of the minutes to the Executive Board.
- Being responsible for the annual update of the Policies and Procedures Handbook.
- Providing Board Members with timely notice of meetings and action item deadlines.
- Being responsible for collecting agenda topics and formulating an agenda draft for the President and Vice President's approval prior to distribution.
- Maintaining a proper up-to-date internal calendar of events in which event dates should provide to him/her at in advance. Internal events are defined as events or meetings that is limited to only the whole board.
- Must embody the vision, mission, core values of the Association in their work as well as in their behavior.

Qualifications & Requirements:

- Must be an E.O.F. Alumna/Alumnus with an Associate's or Bachelor's Degree and applicable professional experience
- Has a background of organizational psychology and/or working groups and organizations is preferred
- Must be highly organized and excellent time management
- Should be a self-motivator and self-starter
- Has a critical eye for detail
- Be able to multi-task well and take on multiple projects at once
- Be able to establish and maintain effective working relationships with board members, volunteers, community agencies and general public
- Efficient communication ability, both written and oral
- Proficient or has an understanding of the following tools: Google Apps, Video conferencing, and virtual project management tools (i.e. Asana)
- Should be proficient and comfortable with virtual team collaboration