

ADMINISTRATIVE ASSISTANT

Role Description (as of January 2024)

Purpose: to provide administrative support for the organization (the executive, ministry leads, members, and external parties) by facilitating regular communication, adherence to policies and bylaws, and maintaining accurate recordkeeping.

- Schedules executive and annual general meetings, distributes pre-meeting information, captures and distributes minutes
- Maintains current list of technology in use by the organization; updates passwords as required; provides and revokes individual access as needed
- Updates Bylaw and Policy and Procedure documents as required and at the direction of the President and Vice President
- Handles incoming and outgoing correspondence
- Maintains electronic records on a secure platform
- Oversees and maintains the membership register
- Oversees ministry portfolios as appointed by the executive
- Ensures society reporting requirements are up to date