

JOB DESCRIPTION

Women Helping Others (WHO)

Job Title:	Secretary
Women Helping Others (WHO)	General Summary Maintains records of WHO meetings, prepares communications and meeting minutes.
Job Description	
Role and Responsibilities <ul style="list-style-type: none"> • Serve on the Executive Board of WHO; attends Board meetings and participate as required. • Prepare minutes of Executive Board and General Membership meetings. • Provide membership minutes to the web team for posting and distribution via email. It is important to include as many details of the meeting as possible as many members may have missed one or more meetings. • Act as liaison between WHO and the Sun Rays Magazine, providing monthly and one-time articles covering the club's activities and keeping in mind lead time for publications. • Prepare WHO correspondence, as required, including transmittal letters for donations. • Maintain meeting and other records and archive them as required. • Prepare officer election materials and assist with election activities as required. • Write procedures for certain activities performed by this position and distributes as needed. • Store the Secretary's records in a secure location and maintain records for 3 years. • Upon leaving office, transfer the Secretary's records to her successor. • Train her successor as needed. 	

Qualifications

Written communications skills

Basic computer skills – word processing, spreadsheet and email

Good typing, proofreading, grammar and punctuation skills

Knowledge of and commitment to club's vision and mission.

Preferred Skills

Organizational skills to maintain records

Working in a team environment and maintaining confidential information

Approved By:	Judy Aishman	Date:	April 13, 2020
Last Updated By:	Cynthia Miller	Date/Time:	April 8, 2020