

Secretary Job description

Responsibilities

- Abide by FPMT *Ethical Policy* and DTL *Volunteer Agreement*
- Maintain registers of members, committee members, volunteers
- Manage general correspondence, forward specific correspondence to Director, SPC, Treasurer, Retreat Manager and relevant volunteer roles (fundraising etc.,)
- Attend Executive Committee meetings (monthly) contribute to meeting discussions
- Personnel administration, inducting volunteers, supplying with relevant forms to sign (*Volunteer Agreement, Project Process etc.*,) ensuring compliance
- Oversee policies, making sure they are kept up to date

Skills

Ability to work remotely with a collaborative team

Good communication skills

Basic word processing

Basic Excel

Familiarity with internet: facebook, Onedrive, email

Tasks:

Monthly:

1. Send Secretary report, secretary actions completed and associated documents to minute taker and Director
2. Send Secretary report to committee members
3. Send Agenda items to Director (1,2, and 3 a few days prior to monthly meeting date)
4. Save verified and signed minutes from previous month EC meeting as a pdf document
5. Send verified and signed minutes and reports (pdf) to members: (Becky Geisler, Will Abram, Kimball Cuddihy).
6. After EC meeting, once minutes are received from Anita: use template to copy individual member actions arising and send to EC members with list of actions (cut and paste from minutes)
7. Upload to OneDrive signed and verified minutes and all reports of previous month's meeting (in PDF) format

Note: points 1, 2, 3, 4, will soon be uploaded, within one folder, onto shared OneDrive files so individual emails need not be sent.

- Regularly monitor members' database (Excel) and send reminder email to members whose membership is about to expire.
- Update member database.
- Welcome email to new members

- Engage with members through *Member Mandala* website forum
- Engage with members through *Member Mandala* Facebook group
- Any other tasks allocated during EC meetings

Please email your application to Jill at director@detongling.org