

Role **Office Manager(Board)**

Reports to **Director, Finance and Governance**

Description/Summary

Reporting to the Director, Finance and Governance, the Office Manager is responsible for providing secretarial and administrative support in order to ensure that operations of the Chapter are running effectively and efficiently.

Duties

- Prepare and distribute the agenda for Board meetings
- Coordinate and schedule monthly Board meetings
- Take, distribute and release meeting minutes
- Manages the contents of meeting minutes and track actions
- Communicate with officers, directors, volunteers and members as required
- Attend monthly Board meetings regularly (1.5 hours)
- Perform other administrative related tasks and take on special projects as required
- Backup the Office Manager (Leadership) on the above activities at the monthly Leadership meetings, when required
- Attend regular department team meetings
- Backup the Office Manager (Leadership) on the above activities at the monthly Leadership meetings
- Agreement to a non-disclosure agreement

Desired Skill Sets

- Understanding of Board Governance in relation to proper capture of minutes and decisions made
- Good level of organization
- Effective verbal and listening communications skills
- Skilled at Word and Excel – Microsoft Office applications

PMI CTT Membership Required

No

Time Commitment

- The volunteer commitment is for a 1 year period
- 10 -15 hours per month

Other Recognition/Benefits

- As a membership-driven organization, each of us can offer a contribution to make the most out of the Chapter and our membership.
- Through volunteering, you can meet project management professionals, gain experience - and even have fun!
- Category E PDU units
- Have input into Chapter priorities and operations
- Gain experience within a desired area of expertise
- Senior volunteers with demonstrated commitment may attend PMI Leadership conferences
- Volunteer Reward Opportunities