

PMI-CTT Volunteer Role Definition

Version 05-Feb-17

Role	Executive Assistant (Leadership)
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Reports to	Director, Finance and Governance
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Description	<p>Reporting to the Director, Finance and Governance, the Executive Secretary is responsible for providing secretarial and administrative support in order to ensure that operation of the Chapter are running effectively and efficiently.</p> <p>Duties to include:</p> <ul style="list-style-type: none">● Prepare and distribute the agenda for Leadership meetings● Coordinate and schedule monthly Leadership 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 Leadership meetings regularly● Perform other administrative related tasks and take on special projects as required● Backup the other Executive Secretary on above activities at the monthly Board meetings, when required
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Skills and Experience	<ul style="list-style-type: none">● Understanding of Board Governance in relation to proper capture of minutes and decisions made● Good level of organization● Effective verbal and listening communications skills
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Time Commitment	<ul style="list-style-type: none">● The volunteer commitment is for a 2 year period● 10-15 hours per month
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Requirements	<ul style="list-style-type: none">● Skilled at Word and Excel – Microsoft Office applications● Ability to attend Board meetings regularly● Attend regular department team meetings● Backup the other Executive Secretary on above activities at the monthly Board Leadership meetings● Agreement to a non-disclosure agreement
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Where the Role may lead	<ul style="list-style-type: none">● Other Leadership roles in the Chapter● Board of Directors role (elected)
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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
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