



Wahine Build: recording secretary

Officer description

Title: Committee recording secretary

Reports to: Committee chair and vice chair, Habitat staff

Schedule: 10-15 hours of volunteer service per month for 12 months

Description

The Wahine Build committee recording secretary provides organizational and administrative support to the committee. Her primary responsibilities are ensuring the smooth functioning of the committee, accurate record keeping, timely communication and correspondence. She acts as an information and resource officer: clarifying past practice and decisions and retrieving relevant documentation.

Qualifications

Ideal candidates for this position are highly organized and technologically proficient, possess strong verbal and written communication, time management, teamwork and leadership skills.

Key Responsibilities

- Take minutes of committee meetings; record all agreements and actionable items
- Report on actions or matters arising from previous meetings
- Update and maintain an organized SharePoint team site of resources and materials; assist members with accessing resources
- Maintain updated committee roster, member information and headshots
- In liaison with committee chairs and Habitat staff,
 - Establish and confirm meeting agenda and order of business
 - Circulate agenda, previous minutes and attachments ahead of meeting
- Provide administrative support as needed (database management, document formatting, communications, etc.)
- Track and report committee member volunteer hours

Expected Commitment

- Commit to one (1) term of 12 months
- Communicate with Habitat staff and committee members between meetings
- Complete action items between meetings (approx. 1.5-3 hours per week)
- Commit to raising \$2,500 for Wahine Build through sponsor procurement, peer-to-peer fundraising, gifts in-kind and/or personal donation
- Attend monthly committee meetings; assign proxy in the event of absence