

Volunteer Leader Job Description Chapter Director, Administrative

Position Objective:

The Director, Administrative will be responsible for the official correspondence and minutes of all Board meetings as well as the Annual Business Meeting. The Director will ensure that minutes of the board meetings are included in the records of the Chapter and maintain other Chapter records as requested. The Director is responsible for organizing venues for the monthly Chapter events.

Reports to:

The Director, Administrative reports to the members of the Chapter and to the Chapter President.

Responsibilities:

1. Ensures that minutes of all Board meetings are recorded and distributed in a timely fashion.
2. Records minutes of the Annual Business Meeting.
3. Attends all monthly events.
4. Attends regular and special Board meetings.
5. Maintains historical records of Board meeting information.
6. Organizes venues (including negotiating room/meal rates, sourcing best venue etc.)for monthly Chapter meetings including meals and equipment prior to September so relevant information is included on the new Program Calendar. Venue plans will be made in accordance with Program Directors and with speaker requirements.
7. Prepares the venue information for the annual calendar indicating the monthly events and forwards to President for final approval and issuance by the Communications Director.
8. Validate all venue details, ie. meal and equipment one week prior to event.
9. Attend all monthly events and facilitate session logistics; ie. equipment, liaise with food services, ensure details are executed according to event timeline as set out for members.
10. Assists with the Chapter's strategic planning process.
11. Represents the Chapter at special events and promotes HRPA

Requirements:

- HRPA member in good standing. Must be organized and detail oriented.