




Position Description

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| Position Title | Secretary |
| Organization Name | London and area Association for Volunteer Administration |
| Name of Committee or Task Force | Executive |
| Start Date | Sept 2020 |
| End Date | June 2021 |
| Hours and days required per month | 3-4 hours per month |
| Reports to | President |
| Key responsibilities | Take and retain copies of all LAVA association meeting minutes. Train and mentor incoming Secretary. |
| Key Tasks | Take minutes at the LAVA monthly membership and Executive meetings. Take minutes at the AGM. Keep a record of all minutes. Assist the President in keeping a record of all administrative and governance documents such as the constitution and strategic plan. Assist with putting together the Annual Report. |
| Role or project overview and purpose, and how it relates to the organization's mission and strategic plan | Accurate, accessible records are vital to keeping the membership informed and up-to-date on all LAVA business. This in turn helps keep day-to-day operations and special projects on track, keeps members engaged, and forms the basis of institutional memory. |
| Skills, experience and attributes | Previous minute taking experience. Attention to detail. Excellent record keeping. Appreciation for the importance of institutional memory to the organization |
| Training | Format, distribution routes, and transferral of records from outgoing Secretary. |
| Benefits for the Volunteer | Opportunity to: - occupy a leadership position in a professional association - develop leadership and management skills in a context outside of regular employment - work with a great group of people - experience a sense of accomplishment while contributing to the development of a profession you care about |
| Benefits for the Volunteer's employer | Opportunity for employee to: - experience and develop their leadership potential. - stretch themselves through the challenge of volunteer management in a different context |

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| | <ul style="list-style-type: none"> -recognition of staff as leader in local professional association making a viable contribution to our community - regular exposure to best practices and latest trends in volunteer management directly applicable to the improvement of the staff person's primary work environment - reinforces the importance of clear and consistent communication, and institutional memory in meeting goals and moving an organization forward |
| Other requirements (Police check, etc.) | |
| President's Signature | |
| Volunteer Signature |  |
| Date | August 5 th , 2020 |
| Date of PD review | August 5 th , 2020 |