



Secretary: Description of Position

As Secretary, you will assist with communications and records – enabling the smooth operation of Society business.

Time Commitment:

1. Be able to attend the monthly Society meetings, for the term of one year.
2. Record and prepare the meeting minutes from each Society meeting.
3. Accompany the President or Vice President to meetings with School Principals and EPSB contacts, if needed.
4. Communicate with the Board online: email, Google Docs, etc.

Responsibilities:

1. Be familiar with the Edmonton Logos Society Bylaws & Handbook.
2. Send the chairperson's agenda to all board members prior to Society meetings.
3. Send meeting minutes to all board members after Society meetings.
4. Work closely with the President, Vice President, and Treasurer, providing clerical support.
5. Co-ordinate the flow of information, both within the Society and to Schools.

This is a perfect position for someone who loves to be organized and is a great manager. You love to set goals and achieve them, and you take great personal pride in a job well done. You don't mind putting in a few extra hours to assist with a cause that is near and dear to your heart – your children's Logos program. You love watching the growth of a program and being in on the action. If you have wanted an opportunity to meet new people, build relationships, and hone your skills, this job is for you. (And it looks great on a resume, too!)