

## Position: Secretary

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**Position Reports to:** Chapter Chair

### Position Description

The Secretary is responsible for attending and documenting Chapter meetings as well as maintaining Chapter documents and records.

### Responsibilities

- Liaise with the chapter chair/committee chairs to assist in preparing meeting agendas and circulating notice of meetings as required
- Attend executive, core, committee and general meetings
- Prepare minutes of meetings including a summary of the discussions, noting decisions and action items
- Respond to routine correspondence, independently and under the direction of the Chair or other executive members
- Maintain current document files and archive superseded documents
- Maintain Chapter TeamUp calendar as well as ensuring entries are made into the national office TeamUp Calendar
- Maintain mailing lists

### Skills, Experience and Qualifications

- Well-organized
- Good communications skills – oral and written
- Good understanding of standard meeting rules
- Proficiency with Word, Excel, Microsoft Office, Zoom; knowledge of social media also an asset

### Working Conditions

- This role is home-based with:
  - Attend ad hoc executive committee meetings of the chapter
  - Attend scheduled core committee meetings of the chapter
  - Assume other duties as required
- Approximately 20 hours of volunteer time per month is required for this position

### Screening Requirement:

The incumbent will be required to complete the screening process including completion of appropriate background checks in compliance with Dying With Dignity Canada's Screening Measures Policy. This includes:

- Reference Checks
- Criminal Record Check
- Vulnerable Sector Check
- Credit Bureau Check

**Direct Reports:**

- None

**Key Contacts:**

External: Staff national office, Chapter contacts

Internal: Chapter committee members, chapter supporters

**Travel Requirement:**

Frequent     Occasional     No travel required

If interested, email [volunteer@dyingwithdignity.ca](mailto:volunteer@dyingwithdignity.ca) with the subject line:  
**Chapter Secretary – GTA Chapter.**