

TITLE: Executive Assistant

POSITION REPORTS TO: Executive Director

POSITION CONCEPT: Provide administrative support to executive director.
Work closely with board of directors.

DUTIES:

General Administration

- Type, transcribe tapes, proofread, fax, file and copy for the executive director.
- Maintain master files.
- Open, date and distribute the executive director's mail.

Board Meetings and Conference Calls

- Research background material for board agenda.
- Produce and distribute board meeting and conference call agendas and support material.
- Attend board meetings and take minutes.
- Take minutes of conference calls.
- Request and receive board reports. Reformat as necessary.
- Compile and send out board books and agenda packets for board meetings and conference calls.
- Ship board materials to and from meeting.
- Prepare on-site handouts and tent cards.
- Update board action summary sheets and distribute to committee and task force chairs; update resource binder.
- Assist executive director, president and board of directors as required.

Board Ballots

- Receive candidate nominations and assure the required approvals have been obtained.
- Compose, send and tally board ballots.
- Advise new appointees, chairs, staff liaisons the appointments have been approved; distribute committee information pack to new appointees.
- Advise systems coordinator the appointments and renewals have been approved and may be added to the leadership directory.

Committee Meetings

- Receive, compile, tabulate and distribute results of committee meeting evaluations.

Annual Meeting

- Produce and distribute schedule of events for executive director, president and board of directors.
- Prepare and send out invitations for annual meeting events; receive replies and tally attendees for meetings department.
- Assist with registration and other tasks as required.

Travel

- Coordinate and manage the executive director's travel arrangements including rental car/flight reservations and other travel inquiries.
- Prepare itineraries.
- Maintain yearly travel schedule for executive director.

New Director Orientation

- Schedule new director visits.
- Make arrangements and coordinate events to ensure the visit runs smoothly.

Policies and Procedures Manual

- Compose updates and revisions for *Policies & Procedures Manual* for annual review.

Other

- Assist executive director, president and board of directors as required.
- Provide switchboard relief from time to time.
- Undertake special projects and perform other duties as assigned.

September 10, 2007