



Position: Part-time Volunteer - Secretary

Location: ON – Durham Region

The Secretary is one of 3 officers within the Chapter Leadership Council (CLC). The Secretary's main responsibility is administrative duties pertaining to the CLC's monthly meetings and E-mail motions.

Essential Functions:

- Send notices to the CLC and other interested volunteers regarding monthly CLC meetings
- Request agenda items and coordinator summaries
- Prepare agenda along with President
- Take accurate minutes at monthly CLC meetings and forward to CLC for review
- Forward a copy of the minutes along with coordinator summaries to the provincial office
- Update CLC contact information list and forward to provincial office four times per year
- Conduct the correspondence of the chapter including E-Mail Motions
- Tabulate the results of E-Mail motions and notify the CLC of the results
- Maintain the membership list and conduct related administrative correspondence
- Be knowledgeable about Chapter By-Laws
- Assist the President in planning, document preparation, and membership correspondence related to the chapter's Annual General Meeting
- Must be accessible by email to address issues between meetings

Qualifications:

- High degree of initiative and the ability to work independently
- Excellent organization and communication skills
- Must be familiar with the mission and purpose of the chapter
- Expertise in MS Word is required
- Basic knowledge of Excel an asset

**If you are interested in this volunteer position,
please contact our Volunteer Coordinator:**

autismdurham.volunteer@Gmail.com

We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.

AutismONTARIO - Durham Region

Realize Community Potential Program Office & Chapter Mailing Address
21980 Highway 12, Sunderland, Ontario L0C 1H0 CANADA
Toll Free Phone/Fax 1-866-495-4680 • Email durham@autismontario.com