

Position: Administrative Committee Member - Arts Awards Program		
Staff Liaison:	Joy Kramer	519-747-8537
Volunteer Services Contact:	James Nye	
Website:	www.kwartsawards.ca	

Objective:

- Provide administrative support services to a highly-regarded community arts recognition program.

Responsibilities:

- Take and prepare minutes for committee meetings
- Check, sign and distribute meeting minutes
- Prepare reports at the request of the Chairperson
- Ensure that all records (reports, minutes, etc.) are complete and accurate
- Keep not for profit minute book up to date
- Provide information to the chair and board
- Attend and vote at committee meetings

Place: TBA

- Meetings are arranged by the committee.
- Volunteer will also work at home

Time Commitment:

- year-round position with a fairly even time commitment (75 hours/year approximately – 4-6 hours/month)
- work load moderately increases closer to two Arts Awards events in the spring.
- attendance at most meetings (once monthly, 3 hours approx., evenings) is preferred, but not required.

Qualifications:

- Excellent communication skills and attentive to detail
- Experience in secretarial and administrative services is preferred
- Responsible, organized team-player
- Computer and email skills preferred

Benefits:

- Satisfaction of providing a valuable service, by helping this important community program to operate successfully
- Enjoy the genial company of other volunteers
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Screening Requirements:

- Satisfactory interview
- Satisfactory reference check

Additional Information:

- use of personal computer, printer, and email is preferable