



# Join Our Team!

<b>VOLUNTEER ROLE</b>	<b>BOARD MEMBER, SECRETARY or CO-SECRETARY (2 secretaries shared role); one year term</b>
<b>REPORTS TO</b>	President, Board & Members of the LDAA

## Volunteer Responsibilities

### TWO SECRETARIES (shared role when possible)

**SECRETARY: Internal**

**&**

**SECRETARY: External**

### Both secretaries work together to ensure the following duties are completed:

- ✓ **All LDAA Board Members play and active role in the non-profit**
- ✓ Contribute & maintain the professional representation of the organization
- ✓ Internal **communication** (within organization) & external communication (membership, public)
- ✓ **Confidential email responses to public inquiries** about Lyme (information & training provided) – in conjunction with President & Vice President
- ✓ **Coordinate Membership/Newsletter sign up** & maintenance of a Member List (MailChimp)
- ✓ **Inventory & ordering** of brochures, business cards, office supplies, as required
- ✓ **Maintain & track records** - 'Code of Conduct,' 'Policies & Procedures,' Support Group records and other organizational records
- ✓ **Filing Corporate Registry** paperwork (yearly; March)
- ✓ **Newsletter Send-outs** (MailChimp)
- ✓ Coordination of **annual calendar of events**
- ✓ Maintenance of **Volunteer Sign-Up App** on website; once established
- ✓ **Perform confidential administrative & clerical duties**
- ✓ Volunteer your time & be part of a team that is making a difference in Alberta
- ✓ Self-directed work with ability & works well with diverse population
- ✓ **Preparation of Meeting Agenda & Minutes**, ensure all tabled business is revisited in timely manner and assist chair with keeping meetings on schedule & on topic
- ✓ **Maintenance of the LDAA organizational binder** (records, agendas, minutes, Society records)
- ✓ **Assist with official letters**; thank you cards; mail as needed
- ✓ Ability to assist or lead special projects and/or committees as determined
- ✓ Ensure consistent & professional representation of the non-profit, following policies & procedures
- ✓ Attendance at 4 Board Meetings per year (choice of WebEx or in person) & 1 AGM (in person), and other special meetings as determined; active participation in meeting
- ✓ Active participation & planning for the future of the non-profit
- ✓ Volunteer alongside Board in planning annual fundraiser & attendance at fundraiser
- ✓ Volunteer at awareness events & attendance of at least two per year
- ✓ Special committees & other planning as required

**Time Commitment:** Meetings (avg. 10 hrs./yr.)  
Secretarial duties (admin., emails, etc.) – approx. 1 hr./week; varied  
Planning independently or in committee (min. 2 hrs.; will vary)  
Volunteering at events (min. 3 hrs./yr.)

## Qualifications

- ✓ Microsoft Office (Intermediate Word & Excel)
- ✓ Organizational skills & outstanding communication (both oral and written); above-average time management
- ✓ Confidentiality & high professional standards
- ✓ Team player but can be self-directed
- ✓ Ability to work alongside current secretary as needed
- ✓ Can stay within budget expectations & reconcile records with treasurer in timely fashion
- ✓ Team player & ability to self-direct
- ✓ Self-motivated
- ✓ Strong interpersonal skills and able to work with a diverse range of people
- ✓ Ability to volunteer time regularly & flexible during peak times (events, presentations, May awareness month)
- ✓ Passion for the cause & genuine concern for those affected by Lyme disease
- ✓ Able to meet expectations set above in ‘Volunteer Responsibilities’ such as meeting commitments

**Assets:** PowerPoint; previous secretarial/administrative role; prior board experience, Adobe Photoshop/graphic design;

***All applications undergo a review with the Nominating Committee.***

*This is a volunteer role.*

***Please submit your interest and/or questions (with resume/CV if available) to President of the LYME DISEASE ASSOCIATION OF ALBERTA, Susan McInnis at [info@AlbertaLyme.org](mailto:info@AlbertaLyme.org)***

*Only qualified applicants will be contacted. Thank you for your interest!*

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<b>Approved by:</b>	<i>Board of the LDAA</i>
<b>Date approved:</b>	<i>December 06, 2015</i>
<b>Reviewed:</b>	<i>Updated December 01, 2016</i>