



## Director of Administration

**Term:** Two years, up to three terms.

### Key Responsibilities

- Responsible for board meeting logistics and materials;
- Keeps and distributes minutes of all chapter board meetings and annual general meeting;
- Maintains all chapter papers, records and archives;
- Serves as the official election judge on all matters requiring membership vote, such as elections, changes in governing documents or dues increases;
- Trains successor.

### Key Deliverables

- Distribute minutes of meetings to board members and general members via email and website.

### Skills Learned

- Organizational skills;
- Leadership;