

JOB DESCRIPTION – EXECUTIVE ASSISTANT

SUMMARY OF ROLE	TO PROVIDE EXECUTIVE SUPPORT PRIMARILY TO THE CHIEF EXECUTIVE OFFICER’S OFFICE.
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EXECUTIVE ASSISTANT	<ul style="list-style-type: none"> i. Work directly with the CEO to support all aspects of his daily work routine and provide additional support to executive team members, as directed, to ensure that organization goals and objectives are accomplished and that operations run efficiently. ii. Maintain the CEO’s calendar, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs. iii. Serve as a liaison between the CEO, Board, Senior Management, Staff and other key stakeholders. This includes receiving and screening the CEO’s phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution. iv. Plan and orchestrate work to ensure that senior executives’ priorities are met, organizational goals are achieved, and best practices are upheld. v. Serve as a primary point of contact between the Office of the CEO and governance structure, including helping to coordinate meetings of the Board, AGM and providing administrative support for governance meetings. vi. Assist the CEO in the development of presentations and white papers for internal and external audiences. vii. Determine priority of matters of attention for the CEO; redirect matters to staff to handle, or handle matters personally, as appropriate. viii. Keep the CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up. ix. Routinely perform a wide variety of support duties. x. Handle printing, mail/overnight packages, copying, filing, and email/messages. xi. Sort and triage mail; maintain e-mail and other address directories. xii. Compose and prepare letters relating to routine correspondence for the CEO’s signature. xiii. Schedule departmental meetings; assist in the preparation and distribution of meeting agendas and materials. xiv. Transcribe source material, prepare documents, reports, tables and charts; distribute as appropriate.
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	<ul style="list-style-type: none"> xv. Prepare, reconcile, and submit expense reports. xvi. Maintain paper and electronic filing systems. xvii. Maintain confidential and sensitive information. xviii. Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries. xix. Complete a variety of special projects including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material. xx. Other additional and/or alternative duties as assigned from time to time, including supporting the Strategic Leadership Team and other departments as needed.
<p>GOVERNANCE SUPPORT</p>	<ul style="list-style-type: none"> i. Manage and coordinate the governance calendar in liaison with the CEO. ii. Support Board requirements, from meeting organization and comprehensive reporting to hosting and arranging in-person and teleconference board meetings. iii. Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries. iv. Ensuring that minutes of all meetings, board meetings and the meetings of any committees of the directors, are properly recorded in accordance with the CEO's and the Board guidance. v. Facilitate good communication between the board, committees, senior management and non-executive directors. vi. To ensure an appropriate resource bank of information for new and existing members of the Board. vii. To organise the annual calendar of meetings of the Board and its sub-committees, to ensure that the work of the Board is conducted in a timely and appropriate way. viii. To administer members' claims for travelling and subsistence allowances ix. Produce, collate and distribute the agenda and papers so that recipients receive them at least seven clear days, and preferably ten days, before the meeting. x. Keep a minute book or file of signed minutes as an archive record. xi. Maintain a database of names, addresses and category of the Board of Directors members and their term of office. xii. Initiate a welcome pack/letter being sent to newly appointed directors including details of terms of office. xiii. Maintain copies of current terms of reference and membership of committees and terms of reference. xiv. Advise the CEO of expiry of the term of office for the Board Directors before the term expires so elections or appointments can be organized in a timely manner.

This job description describes the principal purposes and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment. The Society reserves the right to vary or amend the duties and responsibilities at any time according to the needs of the business.