Position Description

Position Title: AMS Secretariat
Reports to: Agenda Committee
Supervises: none
Employee Status: Term, Appointed
Recommended by: Extraordinary Hiring Committee
Length of Term: May 1st, 2014 – April 30th, 2015
Hours per week: 15
Salary: $11.25 (Tier II)

Position Purpose
The AMS Secretariat is the liaison and administrative support to the members of Council and members of AMS Committees. The Secretariat assists in coordinating Council functions, orientation programs, Councilor onboarding, and assists Committee Chairs in the execution of their duties. The Secretariat also assists with the orientation and administrative support for the Ombudsperson, Speaker of Council, and Elections Administrator.

Duties and Responsibilities
• Aids AMS Councilors in the execution of their duties, including coordinating of meetings with committee members and members of AMS staff, and briefing Councilors on agenda items and Society business.
• In consultation with the Executive Committee, coordinates orientation programs for incoming AMS Councilors and Members at Large.
• Assists the Agenda Committee in administrative functions.
• In Coordination with the Executive Director, coordinates ongoing professional development and training for AMS Councilors.
• Assists the Agenda Committee in compiling items for various committee and Council meetings.
• Be available for occasional discussion of Council issues/items.
• Assist in the orientation of the Ombudsperson, Elections Administrator, and Speaker of Council and supports them with their ongoing work.
• Other duties as required.

Qualifications and Experience
• Organized, punctual, and detail-oriented.
• Experienced with large scale project management.
• Proven experience with event planning and coordination.
• Proven track record of showing initiative.
• Able to work both in a team and individually.
• Experience in assisting a team on project development an asset.
• Objective and impartial.
• Knowledge of the AMS governmental and services structure is an asset.
• Must not hold any other elected, staff, or appointed position in the Society, including positions within constituencies.