



Position Description

Position Title:	AMS Secretariat
Reports to:	Agenda Committee
Supervises:	none
Employee Status:	Term, Appointed
Recommended by:	Hiring Committee
Length of Term:	May 1 st , 2015 – May 30 th , 2016
Hours per week:	15
Salary:	\$10.50 (Tier I)

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, and assists Committee Chairs in the execution of their duties. The Secretariat also assists with the administrative support for the Ombudsperson, Speaker of Council, and Elections Administrator.

Duties and Responsibilities

- Assists the Agenda Committee in administrative functions, such as minute taking, meeting scheduling, and document preparation for various committee and Council meetings.
- Aids AMS Councilors in the execution of their duties, including coordination of meetings with committee members and members of AMS staff, and briefing Councilors on agenda items and Society business
- Be available for occasional discussion of Council issues/items
- Assist in the support of the Ombudsperson, Elections Administrator, and Speaker of Council with their ongoing work
- Other duties as required

Qualifications and Experience

- Experience with Microsoft Office
- Organized, punctual, and detail-oriented
- Proven track record of showing initiative
- Able to work both in a team and individually
- Objective and impartial
- A proven track record of confidentiality
- Experience in assisting a team on project development an asset
- Must not hold any other elected, staff, or appointed position in the Society, including positions within constituencies