



*For more than 50 years, the new Hamburg Relief Sale has raised funds for the Mennonite Central Committee (MCC)*

*Over \$14,000,000 have been raised, with more than \$300,000 annually for more than 25 years.*

*John Head, Executive Director of MCC Ontario, is both inspired and humbled by the turnout year after year. "We are so grateful for all those who put so much time and energy into making this happen."*

**Geographic Location:** Waterloo Region

**Skills/Knowledge/Attitude Requirements:**

- Familiar with Microsoft Word; email; Microsoft Teams; calendar scheduling; and willing to learn aspects of CiviCRM.
- Well organized with a good eye for detail
- Able to take accurate notes of meetings
- Works efficiently towards deadlines
- Knowledge or experience of committee procedures.
- Some experience in a secretarial role beneficial

**Tasks / Responsibilities**

*Liaise with the Chair to plan meetings*

- Receive agenda items and develop meeting agenda in conjunction with the Committee Chair
- Circulate agendas and reports for Committee and Convenor meetings
- Take minutes at Committee and Convenor meetings
- Check that agreed actions are carried out

*Maintain effective records and administration*

- Develop an organized filing system of minutes and reports
- Keeping up-to-date contact details for committee members, project convenors and other Relief Sale volunteers

*Attend to communication and correspondence*

- Oversee communication necessary for Ontario Mennonite Relief Sale (OMRS)
- Provide communication support to organizing the Promotion Dinner:
  - Liaise with MCC staff to arrange for a guest speaker for the Dinner;
  - Maintain a list of Promotion Dinner contacts in the churches
  - Arrange for printing of Promotion Dinner tickets and mail them to the contacts in the churches
  - Communicate with MCC staff re: reports of number of tickets sold

*The Secretary is a member of the OMRS executive. The OMRS executive oversees the NHMRS and Ontario Mennonite Heifer Sale committees.*

**Time Commitment:**

- 10-12 meetings a year
- Promotion Dinner
- Relief Sale (2 days)
- On average: 5-7 hours of work per month, outside of meetings

**Supervision and Training:**

Members of the Committee will guide and support the secretary and others who have done this role are available to give guidance.

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