



*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."*

### **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
- Help maintain an organized file structure in the Teams file system

#### *Attend to communication and correspondence*

- Oversee communication necessary for OMRS. Inc.
- Provide communication support to organizing the Promotion Dinner:
  - Liaise with MCCO 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 MCCO staff re: reports of number of tickets sold

#### *Maintain a list of organizations and people to thank and ensure completion*

- Work with Committee members to determine who should receive thanks.
- Determine appropriate items to send out as thank yous (cards, letters, etc)
- Write appropriate thank you messages that are to be on the thank you items
- Order thank you items from printers or other supplies
- Send out or distribute thanks in an appropriate timeframe

#### *The Secretary is a member of the Ontario Mennonite Relief Sale, Inc Executive*

- Send out past year's minutes, and the agenda for the Annual Meeting
- Take minutes for the OMRS Annual Meeting
- Distribute draft minutes of Annual Meeting

### **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 new secretary and others who have done this role are available to give guidance.