



Job description for the position of ..

Aim of the position:

To prepare and distribute meeting minutes of the asbl to ensure the legitimate operation of the organisation, and provide administrative help to the President and the Vice-president.

Main tasks during the year:

- Send out electronic meeting invitations to the relevant groups for the Board Meetings (BM) and the General Assembly Meetings (GAM), attaching the necessary documents (invitation letter with Proxy, agenda, minutes of previous meeting for voting, and other relevant documents if necessary)
- Take minutes of all meetings of the asbl, including BMs and GAMs
- Coordinating a review of draft meeting minutes with all the relevant participants (President, Vice-president and speakers):
 - First review goes to the President
 - The President forwards his/her edited version (using track changes) to the Vice-president
 - The Vice-president forwards his/her edited version (also using track changes) to the rest of the Board Members and the Secretary to review
 - The Secretary incorporates any remarks from the rest of the Board into the minutes; and
- finalizes the minutes
- Ensure that the finalized meeting minutes are voted for on the next meeting (BM and GAM)
- Prepare the PDF version of the accepted meeting minutes and send to the Webmaster to be timely posted on the relevant site of the NCB webpage
- Compose the PPT presentation for the GAM to be displayed during the GAM by collecting the relevant slides from the topic leads and merging them into a coherent presentation. Send the final presentation format to the Board Members before the GAM, and also store it on a pen-drive for emergency
- Regularly check the e-mail accounts of secretary@natocharitybazaar.org and postmaster@natocharitybazaar.org and take action if necessary
- Sends out relevant information and e-mails to the Members (National Representatives and Assistant National Representatives) from the Postmaster account at the request and/or the approval of the President or the Vice-president

Main tasks during the Bazaar weekend:

- Volunteering for a Coordinator job (e.g. Teen Helper Coordinator) or for any Assistant job according to demand and preference