



## APPENDIX A – JOB DESCRIPTION

<b>Job Title</b>	Executive Secretary	<b>Job Class</b>	
<b>Name of Employee</b>		<b>Position Type</b>	Part-time
<b>Department</b>	CROCUS – (Oblate Conference of the Canada-US Region)	<b>Level / Salary Range</b>	
<b>Location</b>	Remote	<b>Date</b>	November 2024

### SUMMARY:

The Executive Secretary position to the Oblate Conference of the Canada-United States Region is a part-time, bilingual position. Considered the organization's "memory," the secretary is accountable to the members of the Oblate Conference of the Canada-United States Region through the Executive, mainly the President of the Conference.

### EMPLOYMENT REQUIREMENTS AND EDUCATION:

- The successful candidate will:
  - be capable of working remotely with an Executive Team located in either Canada or the United States.
  - be fully bilingual in both English and French with the ability to record in the language spoken and transcribe/ translate accordingly.
  - have a working knowledge of the traditional responsibilities of an Executive Corporate Secretary.
  - have a working knowledge of Zoom and other remote meeting tools.
  - have attained academic levels in keeping with this supporting administrative role (college or university).
  - possess a recent *Level 3 Vulnerable Sector Check* (or its equivalent in other jurisdictions)
  - Familiarity with the Missionary Oblates of Mary Immaculate, or with Catholic religious life, is desired.

## DUTIES AND RESPONSIBILITIES:

### 1. GENERAL ASSEMBLIES (held at a minimum of once a year)

#### Prepare for General Assemblies

- Once the Host Province has determined the site arrangements, communicate with the persons responsible for lodging, meals, meeting rooms, and equipment, and prepare any agreements and contracts for approval.
- Ensure Internet services are available.
- Gather and prepare meeting documents to be sent electronically to the participants 10 days before the meetings.
- Collect travel information to send to the host provincial.
- Advise host provincials that they are responsible for picking up at the airport.
- Invite and make travel arrangements with guest speakers.

#### Attend General Assemblies

- Take and transcribe minutes of General Assemblies (English and French)
- Serve as liaison with the site coordinator.
- Hold a CROCUS credit card to pay for CROCUS expenses.

#### Follow-up on General Assemblies

- Implement equalization of expenses according to CROCUS policies.
- Receive and pay all bills, including necessary reimbursements to participants.
- Consult with the Executive Team regarding necessary correspondence, telephone calls, arrangements, etc.
- Ensure minutes are approved by CROCUS members, signed by the CROCUS Executive at the following GA and sent to the Secretary General at General House.

### 2. EXECUTIVE MEETINGS (held virtually, prior to General Assemblies)

- Duties similar to those for General Assemblies.

### 3. FINANCES

- Contact each provincial and treasurer regarding annual head-tax.
- Prepare an annual budget and financial report.
- Manage office requirements: bills, etc.

### 4. COMMUNICATIONS

- Ensure lines of communications with General Administration, Provincials, Commissions, etc. are followed.
- Prepare and send all communications, meeting documents, notices, etc.

### 5. FILES

- The secretary is responsible for the Archives of CROCUS and, as such, will maintain all files related to Executive Meetings, General Assemblies, Policies, procedures, financial records, correspondence, and other information according to accepted filing practices.

Reviewed By:	Executive Secretary	Date	
Approved By:	President of CROCUS	Date	
Last Updated By:		Date	