



PARIM Secretary Duties & Expectations

1. Attend all Executive and Board meetings and come prepared to give an update on Communications & Outreach as well as contribute to other conversations.
2. Respond to e-mails in a timely manner (for any communication without a specific due date, a response within 3 days is preferable, but no longer than within a week).
3. Collaborate with PARIM staff to ensure that resident concerns brought forward are answered and assistance is provided (if needed).
4. Attend meetings with outside stakeholders as required. Should you be unable to attend a meeting, inform the Executive Director and/or President as soon as possible, so an alternative representative can be arranged.
5. Chair Membership Outreach & Communications Committee.
6. Collaborate with PARIM staff to ensure that PARIM members are aware of how to find information.
7. Collaborate and coordinate with staff on website and social media updates and changes.
8. Communicate with the President and PARIM staff in a timely manner regarding any questions, concerns, or delays that arise.
9. Evaluate the position of Secretary over the course of the term and update the job description accordingly to allow for smooth handover to the new Secretary person at the end of the academic year.