**Task Description – Volunteer Committee Secretary**

**Summary**

The Operations Committee of the Toronto Railway Museum meets weekly via Zoom to review and plan for the Museum’s public activities, finances, personnel, systems, restorations and maintenance. The meetings are interesting, enjoyable and somewhat informal. We are seeking a Volunteer Committee Secretary to distribute the meeting Agenda, to take Minutes and to maintain a list of action items ensuing from each meeting.

**Responsibilities**

* Receive Agenda items from committee members during the week and distribute the Agenda and background documents to the Committee members prior to the meeting.
* Participate in all meetings and record Minutes including decisions
* Distribute Minutes and log of Action Items to committee members

**Requirements**

* Good business writing skills
* Attention to detail, good listener
* Good interpersonal skills – good team player
* Available to participate in Wednesday afternoon Zoom meetings, 5:00 – 6:30 pm

**Reporting Structure**

* To be determined

**Number Required**

* One only

**Timing:**

* We would like to fill this new position as soon as possible.
* We estimate that the time required will be approximately 4 hours per week, including the time spent on the weekly Zoom calls.

**Interested volunteers should respond to the TRHA Volunteer Coordinator at** [volunteer@trha.ca](mailto:volunteer@trha.ca)**, submitting a C.V. which documents their qualifications for this position.**