



**Purpose:**

- Record, distribute, and maintain the Association's meeting minutes

**Term:**

- Complete 2-year term, from July – June annually

**Accountability/Report:**

- To membership through the President
- Candidates who have been TAVA members for less than one year must provide a minimum of two letters of reference (professional or character)

**Time Commitment/Responsibilities:**

- **Time Commitment:**
  - Attend TAVA Workshops each month (approximately 4 hours per month)
  - Attend TAVA Executive meetings each month (approximately 2 hours per month)
  - Role support (4 hours monthly, some flexibility required depending on ongoing TAVA projects)
- **Responsibilities:**
  - Collaborate with Executive Committee to draft and manage annual budget
  - Attend all business and executive meetings, or arrange for an alternative minute-taker
  - Partner with Webmaster to maintain executive contact information/ providing copies to Executive Committee as needed
  - Record and distribute minutes for all executive and business meetings such that finalized meeting minutes are available at least one week before next meeting
  - Provide draft minutes to President for feedback and editing within one week of meeting completion
  - Complete editing of meeting minutes based on feedback from President, or any member who identifies an error
  - Arrange for catering at all executive meetings, including communicating dietary restrictions and liaising with Treasurer for payment
  - Liaise with President to receive meeting agenda and make note of key items or voting (especially for AGM)
  - Liaise with Membership Chair at each business meeting so that a complete list of attendees can be included in minutes
  - Liaise with Webmaster and President around posting of minutes to TAVA website or executive Gmail file folders
  - Archiving/ organizing files as needed (Gmail file folders)
  - Provide orientation and training to successor
  - **Membership, Conference and Email Support:**
    - Collaborate with the Membership Chair to keep membership information current and support where needed
    - Collaborate with the Executive Committee plan/execute conference and to keep conference payment current
    - Collaborate with Executive Committee to manage tavaexec@gmail.com account
- **Brave and Healthy Team:**
  - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly creating space for “braver” conversations around topics important to - or brought up by - our membership.
  - It is the responsibility of each Executive Committee member to practice good self-care (notifying other members when they need support or a break) and to keep each other accountable for responsibly maintaining a healthy space for respectful dialogue and completing the work that supports TAVA's mission, and annual Executive Committee goals.
  - Willingness to be flexible with role description and to support other Executive Committee roles as needed.
- **Ethical /Conflict of Interest Issues:**
  - It is the responsibility of ALL Executive Committee members to **NOT** promote speakers, initiatives or projects for their own personal advancement (or the advancement of those they might personally know), or that is in direct conflict with the mission of TAVA or the needs of our membership.
  - It is the responsibility of each Executive Committee member to keep each other accountable for responsibly supporting TAVA's mission, managing TAVA's budget, and in helping to address any arising ethical/conflict of interest issues.

**Skills:**

- Solid English communications (for minutes), attention to detail, and computer literate (typing and emailing minutes)
- Solid organization, time management, conflict resolution, and commitment to DEI and anti-oppression practices

**Benefits/Impact:**

- Support TAVA and help make decisions on how the Association operates
- Increase your leadership skills and executive experience, while building your resume