

GREEN PARTY OF NOVA SCOTIA

Position Description

Title: General Secretary

Executive Position, Officer Position

Essential Duties and Responsibilities:

The General Secretary manages the general correspondence and office functions of the GPNS. They are responsible for the accurate and professional recording of decisions, events and official documents for all members seeking information on the day-to-day business of the party. The General Secretary is generally responsible for the work required to maintain the internal structures of the party.

- Maintain files of correspondence to, from and within the GPNS
- Collection and distribution of general email, telephone messages, postal mail
- Maintain the official documents (Constitution and By-Laws, official letterhead, logos, standard forms)
- Record and manage archive of executive meeting minutes and other executive decisions
- Manage the office activities of any clerical staff employed by the GPNS
- Work closely with the Co-Presidents
- Ensure all Provincial statutes and regulations are maintained and submitted in a timely fashion
- Act in the interests of the party as a whole rather than individual or regional ideals
- Maintain records of names and contact information for all people who hold positions within the party at all levels.
- Where appropriate, act as a co-ordinator of elections and other forms of governance within the party.
- Serve on the provincial Executive Committee of the GPNS.

Education and/or Work Experience Assets:

- Excellent verbal and written communication skills, including ability to effectively communicate with party members
- Electronic communications proficiency
- Able to work under pressure and meet deadlines
- Awareness of governance and democratic systems
- A party member in good standing