# DIRECTOR OF ADMINISTRATION

* Elected volunteer responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings, and related affairs of the chapter.

**ROLES AND** **RESPONSIBILITIES**:

**Administration**

* Check PMI Nova Scotia [info@pmins.ca](mailto:info@pmins.ca) email box and forward if necessary
* Check PMI Nova Scotia mailbox a couple times a month - Richard will take the key and check the mailbox
* Check PMI Nova Scotia voicemail
* Assure safekeeping of all governing documents (approved bylaws, articles of incorporation, charter agreement, board policies, committee charters, and all other non-financial records for the chapter)
* Coordinate and distribute meeting agendas, keep the records of all business meetings of the chapter and meetings of the board
* Maintain all meeting minutes — must document in accordance with parliamentary procedures as determined by the board
* Oversee coordination of printed materials (logo items, business cards, etc.)
* Maintain PMI Nova Scotia artifacts
* Contribute and Complete to Action Items

**Board Meetings (Monthly)**

* Send out meeting request
* Take meeting minutes
* Order food and beverages
* Prepare materials for distribution
  + Previous month minutes
  + Action Items
  + Agenda
  + Any other material
* Set up boardroom