

Operations & Record Keeping Team Volunteer

DESCRIPTION

This position involves working closely with different departments within the PMINYC Chapter to develop and update important documentation like policies, processes, and procedures. It also entails capturing, verifying, and organizing meeting minutes from significant Chapter meetings to facilitate informed decision-making, track action items, and provide valuable reference material for other departments.

RESPONSIBILITIES

1. Facilitate the creation and long-term maintenance of documents with Chapter departments.
2. Act as the Go-To person for questions regarding how to document policies, processes, and procedures.
3. Collaborate with Technology and other departments to ensure that all documents are properly stored in a central location within the Chapter.
4. Participate in essential Chapter meetings, ensuring thorough documentation by capturing, validating, and archiving meeting minutes.

REQUIRED CREDENTIALS

N/A.

PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the Handbook for the most current information.

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDUs.
- Build strong networking relationships.
- Produce documentable career-enhancing achievements.
- Build management and leadership skills through cross-functional interactions within the Chapter.
- Opportunity to give back to your community.

CONTACT

- Daniele Camanni <daniele.camanni@pminyc.org>

STRATEGIC & BUSINESS MANAGEMENT SKILLS

N/A.

LEADERSHIP SKILLS

- Ability to facilitate meetings across team members.
- Time management.

COMMITMENT REQUIRED

- 8 hours per month.