



ELDERDOG
CANADA

VOLUNTEER OPPORTUNITY **Pawd Secretary**

ElderDog Canada is a 100% volunteer-run, nation-wide charity dedicated to ageing people and ageing dogs. Each Pawd (chapter) is led by an executive team that includes the Pawd Secretary. Because of the uniqueness and complexity of ElderDog's mandate and organizational structure, it is important for each Pawd to keep accurate records of Pawd business and communicate Pawd activity to the Pawd community.

The Pawd Secretary:

- attends and records business of regular Pawd executive meetings;
- prepares and distributes meeting minutes to the executive;
- collaborates with Pawd Volunteer Coordinator to create and maintain current distribution list of active volunteers;
- works collaboratively with other Pawd executive members to keep abreast of relevant information for internal communication (e.g., Pawd events, material for newsletter);
- distributes internal Pawd communications;
- maintains Pawd Helping Tree resource list;
- works closely with Pawd Leader to communicate relevant information from National Office (e.g., national events, special projects)
- gathers material to create and distribute quarterly Pawd newsletter.

Requirements:

- good organizational skills;
- facility with written communication;
- experience with newsletter creation;
- knowledge of or willingness to learn Google Docs and Gmail;

For more information, contact info@elderdog.ca.

National Office
907 Feltzen South Road
Rose Bay, NS
B0J 2X0

<https://elderdog.ca>
info@elderdog.ca
855-336-4226
855-EDOGCAN