Committee/Activity Title: **Monthly Meetings Coordination**

Position Title: Convenor

Accountability: Board

Current Committee/Activity Member(s): Vacant

Time Commitment: tbd

Purpose of Committee/Activity:

- Coordinate the planning and conduct of (*non-Speaker Program*) activities at OHS monthly meetings.

Purpose of Convenor Position:

- Support the planning and conduct of activities at the OHS monthly meetings.

Major Responsibilities:

- Maintain awareness of the activities planned for each monthly meeting through communication with the Convenors of the relevant Committees (*speaker program presentations, other meeting main events, side tables/activities, door prizes, raffles, room preparation/take-down, audio-visual needs*).
- Identify any potential issues or concerns with the scheduling or integration of activities at the monthly meetings and support the resolution of those issues with the activity leads.
- Contribute to informing the Communications Convenors of all events/activities planned for each meeting.
- Recruit volunteers to set-up and take-down the meeting tables and chairs at each meeting.
- Maintain and update the social-time scrolling slide deck.
- Organize door prizes and raffles.

Qualifications:

- Good problem-solving skills
- Good interpersonal skills, and ability to work cooperatively with OHS Convenors and volunteers
- Good organizational skills & attention to details
- Good proficiency in use of computers and software (word processing, spreadsheets)
- Good knowledge of the OHS Mission, events and activities
- Enjoyment of horticulture and gardening