PEEL POVERTY ACTION GROUP (PPAG)

JOB DESCRIPTION/RESPONSIBILITIES OF ASSISTANT SECRETARY/OUTREACH

TERM OF CHAIR – 1 Year

- Assists Secretary in organization locations of PPAG meetings.
- Liaise with Chair or Vice Chair the agenda and minutes for the meetings (***in the absence of the Secretary***)
- Takes the minutes at each meeting (***in the absence of the Secretary***) and pass onto secretary for PPAG's records.
- To outreach to the community ***"at large***" for PPAG members (***with the assistance of ALL PPAG MEMBERS***)
- To develop a "list serve" (and maintain and update) of **all** PPAG members.
- Any other responsibilities pertaining to secretarial duties/outreach assigned by the Chair or Vice Chair of PPAG.