# HBS Secretary Task/Time Allocation Estimate

After an initial training period estimated at 3-5 hours around the new year (early January or late December), time commitment varies from **3-10 hours of work per month**, much of this allocated at the leisure of the secretary. There is a seasonality to this role with busier summer and autumn months.

In periods of planning for HBS conferences or organizing membership drive efforts, there may be up to 5 hours of work in a week including meetings. In periods of reduced activity, as little as 30 minutes each week may be sufficient to complete required tasks.

## Below is a **breakdown of the roles** expected of the secretary.

- Attend and keep minutes for meetings of the board and executive committee.
    - Typically, 8 meetings each year, estimated 10 hours on task.

- Manage membership database & communications
    - Averages 30-60 minutes a week, typically answering emails and simple web tasks

- Oversee HBS Elections
    - 3-5 hours of work in October-November

- Plan and execute membership drive efforts via the membership committee, either meeting occasionally or keeping regular contact. Coordinate with the board and volunteer network.

  Planning for this should start early with most communications and efforts focused around major HBS events, and from July – September. Memberships close in October so plan accordingly!

    - Estimated 10-20 hours of work from March - September

## Understanding the Role

The HBS Secretary should work closely with the general manager to maximize effect of membership communications; and collaborate with the Events Coordinator to understand and use the HBS calendar in planning membership drive efforts.

The role of secretary is often in parallel with the Treasurer to ensure an accurate account of membership, revenue, costs, and other important institutional data.