



PETERBOROUGH NEW HORIZONS BANDS

Position Description: Administrative Assistant

Date: 2024 March 29

Summary: The Administrative Assistant assists the Treasurer and Board of Directors with their tasks.

Skills Required: Emailing. Communication. Organizing.

Responsibilities:

Legal and governmental:

- Submission of the Form 1 Notice of Change. This form is to be submitted to the provincial government within 15 days of any change in Directors or Officers. Submission is primarily needed immediately after the first Board Meeting following the Annual general Meeting but is also needed if there are any resignations or other changes during the year.
- Compiling Annual Reports into a single PDF report. Emailing report to membership and providing hardcopies to the members who do not have email.
- Submission of SOCAN Charitable Exemption request for Christmas and Spring concerts.

Insurance:

- Handling of insurance which involves: confirming adequate coverage, negotiating changes in coverage, obtaining Certificates of Insurance for use of rehearsal, performance & storage spaces.
- Maintain our membership in the Canadian Band Association (CBA) in order to qualify for our particular insurance policy; this entails paying the annual dues when the renewal notice is received.

Board of Directors:

- If available and able, assist the Board of Directors with tasks. For example,
 - Keeping the PNHB documents current and legal
 - Be a backup for tasks



PETERBOROUGH NEW HORIZONS BANDS

Date Approved: April 2nd / 2024

Signed: *[Signature]*
PNHB President

Signed: *[Signature]*
PNHB Board Secretary

Revision History:

Date	Description
2024 March 29	Put in standard format and make it a separate document. Review and update.
2020 Feb 16	Added with Treasurer responsibilities
2018 April 8	original