

Role description - operations support

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Position Overview

- Reports to general manager who provides leadership direction and guidance
- Primary support/right hand to affiliate general manager
- Central point of contact with regards to affiliate operations

Key Responsibilities

- Works with general manager to plan and execute affiliate board meetings (agenda, logistics, invitations, etc.)
 - Works with HBA advance team to ensure board compliance with association governance requirements
 - Maintains affiliate board and committee leader contact data to ensure effective communications and volunteer placements
 - Operate within affiliate financial parameters, provided by advance team
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