## Secretary

**1 year term**

**Estimated time commitment of 4 hours/month averaged across the academic year**

Responsibilities

* Maintain accurate and up-to-date records of all meetings
* Assist in the preparation of meeting agendas and distribute meeting notices and materials to meeting participants
* Coordinate logistics for meetings including scheduling, venue booking, and audiovisual setup
* Handle incoming and outgoing correspondence on behalf of APQI

Minimum Qualities & Qualifications

* Knowledge of medical education and accreditation standards
* Excellent written and verbal communication skills
* Experience in maintaining records of meetings for the consumption of others
* Proficient in scheduling and hosting virtual meetings
* Proficient in management of incoming and outgoing correspondence
* Proficient in managing logistics of virtual and in-person meetings and events