

## Roles and Responsibilities of Trustee Constituents Assistant

### Major duties and responsibilities

The primary function of this position is to provide administrative/secretarial support in the efficient operation of the Toronto Catholic District School Board Trustee Constituent Office, by performing duties such as:

- Supporting the Trustees in their communication between schools, parents, communities and various departments of the Board
- Responding to general inquiries from constituents and/or referring the issues to the appropriate senior staff
- Coordinating, scheduling and confirming meetings and appointments
- Recording minutes/notes for community/Ward meetings
- Preparing newsletters, flyers, forms, lists by utilizing established formats
- Preparing general correspondence, as required
- Supporting, organizing and coordinating Ward events
- Providing general office duties such as maintaining filing and follow-up systems; sorting and/or distributing mail, e-mail, faxes, newsletters, notices; photocopying materials, etc.