

# SHANGHAI AMERICAN SCHOOL

**TITLE:** EXECUTIVE ASSISTANT TO THE BOARD OF TRUSTEES  
**MERCER POSITION CLASS:** 47

## **POSITION SUMMARY:**

The Secretary to the Board of Trustees will work closely with the Chair of the Board, Committee Chairs and the Head of School in the planning and coordination of Board/Committee meetings and other events, as well as drafting and finalizing of meetings minutes and other documents and communications.

## **SUPERVISED, EVALUATED BY & REPORTS TO:**

Head of School

## **QUALIFICATIONS:**

- At least 5 years successful experience working in the capacity of an Executive/Administrative Assistant;
- Strong organizational skills with the ability to successfully multi-task and complete tasks;
- Excellent knowledge of office management systems, protocols, and procedures;
- Attention to detail and creative problem-solving skills;
- Excellent time management skills and the ability to prioritize (and reprioritize) work;
- Excellent written and verbal English communication skills (bi-lingual English and Chinese would be ideal);
- Discretion in dealing with sensitive and confidential information;
- Proficiency in MS Office (Word, Excel, PowerPoint) and the set-up of audio/video technology
- Positive disposition and “can-do” attitude with a willingness to continue to develop knowledge and skills.

## **PERFORMANCE RESPONSIBILITIES:**

- Answer inquiries professionally and effectively, and resolve simple matters at the initial stage of contact or appropriately direct the inquiry to the right source or person.
- Support the Board and Head of School in the creation and timely distribution of agendas and board packets for Board meetings/retreats and Committee meetings.
- Attend Board and Committee meetings and ensure the accurate recording and distribution of the minutes.
- Develop, maintain and ensure an effective and efficient filing system (physical and electronic) of all minutes of meeting and other documents.
- Ensure that the Board Policy Manual is updated and published when changes occur.
- Ensure that all communication (both internal and external) and requests addressed to the Board, or relevant to the governance of the Board, are reported to the Board without delay, and assist in ensuring that all correspondence to the Board will be responded to in a timely manner.
- Assist in the preparation of the Annual General Meeting.
- Support the Board Election Committee Chair in coordinating the Board election process.
- Maintain and update the School's library of Board training and orientation material.
- Organize and schedule appointments; anticipate potential conflicts, make adjustments to the scheduled commitments accordingly.
- Write, post, and/or distribute email, memos, letters, agendas, reports, surveys, meeting minutes, etc.
- Maintain an annual calendar of events, annual surveys, and reports due with an early identification system for providing adequate planning, logistical, and/or notification time in advance.
- Organize events, meetings, etc. and all related logistical details in a timely and cost-effective manner.
- Book conference arrangements for Trustees.
- Reconcile expenses, and other accounts and prepare required reports as needed.
- Liaise and work collaboratively with Administrators and their Assistants to facilitate an efficient work flow among the school and the Board and build positive working relationships.
- Other duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.