

COMMITTEE MEMBERS—RESIDENCY COMMITTEE SECRETARY

Responsible to: Director of Residency

Duties and Responsibilities:

- Participates in monthly residency meetings held during the day (two hours duration).
- Prepares meeting agenda, records and circulates minutes, updates committee files.
- Discusses agenda items including issues relating to current residents, problem solving, planning events, and handling inquiries from people in the community who are interested in living at Abbeyfield.
- There is also a Residents' Meeting once every two months. This meeting gives the residents an opportunity to voice any ideas, questions or concerns they may have.

Estimated time commitment: 3 hours per week.