



## **Volunteer Role: Secretary / Administrative & Technical Support**

**Organization:** OSNAC – Ontario Seniors Nutrition & Advocacy Committee

**Website:** <https://www.osnac-fnat.com/>

**Role Type:** Volunteer (Unpaid)

**Time Commitment:** Approximately 3–6 hours per month (flexible; varies by activity)

**Location:** Remote (Canada-based preferred)

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### **About OSNAC**

The Ontario Seniors Nutrition & Advocacy Committee (OSNAC) is a volunteer-led organization dedicated to advancing nutrition, foodservice quality, and advocacy for seniors across Ontario and Canada. Our work supports best practices in seniors' care through collaboration, education, policy input, and professional engagement across the long-term care and seniors' living sectors.

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### **Purpose of the Role**

OSNAC is seeking a reliable, detail-oriented volunteer to provide administrative coordination, co-chair support, and light technical assistance. This role plays a key part in ensuring the committee's work remains organized, efficient, and accessible.

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### **Key Responsibilities**

#### **Meeting & Committee Support**

- Attend virtual committee meetings (typically monthly or bi-monthly)
- Take clear, concise meeting minutes and distribute them to members
- Track action items and follow up as needed
- Assist with scheduling meetings and sending calendar invitations

#### **Administrative Support**

- Maintain organized digital files and documents (e.g., Google Drive)
- Monitor and respond to emails received via OSNAC's Gmail account
- Support basic email coordination and distribution lists
- Assist with drafting, formatting, or organizing documents (agendas, minutes, short updates)

#### **Website & Technical Support (Light)**

- Support basic updates to the OSNAC website (e.g., posting updates, uploading documents)
- Troubleshoot simple technical issues for committee members when possible



- Support the use of common tools such as Zoom, Microsoft Teams, Google Docs, and email platforms
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### **Ideal Skills & Experience**

- Strong organizational skills and attention to detail
  - Comfortable using common digital tools (Zoom, Google Docs/Word, email, basic website platforms)
  - Reliable, responsive, and professional communicator
  - Interest in nutrition, seniors' care, healthcare, or advocacy is an asset
  - Students, early-career professionals, or retirees with administrative experience are encouraged to apply
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### **What You Will Gain**

- A meaningful opportunity to contribute to seniors' care and advocacy
  - Experience working with senior leaders in nutrition, healthcare, and foodservice
  - Professional networking opportunities
  - A valuable volunteer role to strengthen your résumé or professional portfolio
  - Reference letter available upon request after sustained contribution
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### **How to Express Interest**

Open to all applicants including Students, CSNM members and Registered Dietitians. If you are interested in volunteering with OSNAC, please contact:

**Carol Donovan**

 [carol@seasonscare.com](mailto:carol@seasonscare.com)

and/or

**Heather Stukalo**

 [stukalo-heather@avendra.com](mailto:stukalo-heather@avendra.com)