

Secretary – Job Description

Job Purpose	The Secretary is the club's senior administrative officer. The Secretary is responsible, in conjunction with the President, for ensuring that the association operates in line with its constitution, by-laws, policies, and procedures.
Job Responsibilities	<p>The primary tasks of the secretary are as follows:</p> <ul style="list-style-type: none"> • Convene all board and general meetings in collaboration with the President. • Prepare and distribute the meeting agenda, supporting documents, and any other necessary information or reports for board and general meetings. • Maintain meeting minutes, ensuring that they are signed by the President and that meeting-related activities are carried out. • Manage all general club correspondence and serve as the primary point of contact for member and stakeholder inquiries. • Maintain a record of the most up-to-date version of all club documents, ensuring that it stays current and in accordance with industry standards, including but not limited to the association's constitution, bylaws, policies and procedures, terms of reference, etc. • Assist the President and board in strategic decision-making and planning. • Complete and submit the Annual Report in accordance with the Alberta Societies Act. • Maintain and update the society's filings in accordance with the Alberta Societies Act. • In the absence of designated staff, communicate with the general public, connected organizations, and government agencies.
Appointment & Tenure	The Secretary is appointed for a period of 2 years with the option to stand for 2 further term/s.
Time Commitment	An estimated commitment of 2-3 hours per month plus attendance at the AGM each year.
Conflict of Interest	The secretary should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director.
Personal Abilities & Skills	<p>The secretary should ideally have the following abilities:</p> <ul style="list-style-type: none"> • Committed to making a difference in the association. • Receptive to change. • Capacity to provide an informed viewpoint during group discussions at board meetings. • Rationally consider opposing ideas and viewpoints. • Strong interpersonal and communication abilities.

	<ul style="list-style-type: none"> • Maintain confidentiality.
Qualifications and Experience	<ul style="list-style-type: none"> • Prior volunteer experience with a non-profit organization is preferred. • Familiarity with the laws and regulations governing non-profit organizations.
Knowledge and Skills	<ul style="list-style-type: none"> • Strong understanding and working familiarity with the association's constitution, regulations, bylaws, policies, and procedures. • Ability to perform the administrative and management requirements of the organization successfully and efficiently using appropriate tools and technology. • Ability to identify, prioritize, perform, and delegate activities in a timely manner. • Excellent organizational, record-keeping, and interpersonal abilities. • Excellent written and verbal communication abilities. • Possess basic financial management skills.
Safeguarding	The successful candidate for this role will be subject to an Enhanced Criminal Record(E-PIC) Check prior to appointment.