

Secretary

Job Description

Recorder of meeting minutes for General and Special Meetings and Committees.

Duties include but are not limited to the following:

- Records and prepares all club assigned meeting minutes for review by the President/Chair prior to distribution
- Provides Administrator with copy of approved minutes for distribution.
- Keeps record of “confirmation of actions” from general meetings from the season for AGM report
- Place AGM notice in local newspaper at least two weeks prior to the meeting date
- Place articles in the newspaper as directed by the board members (ie Gold Test completion as provide from assessment results)
- Sits on coaches’ contract and hiring committee
- Sits on Budget committee
- Tracks and submits bursary information for program assistants