

Secretary

Job Description

In the role of office assistant and record keeper.

Duties include but are not limited to the following:

- Book and secure a room for the monthly board meetings
- Issue all notices for monthly board meetings
- Liaison with meeting space organizer and Club President/Chair
- Collection of reports
- Maintains, updates and distributes all meeting minutes; providing the President/Chair with a copy for review prior to distribution
- Distribute meeting agenda as available from the President/Chair
- Take meeting minutes; if unable to attend the monthly meeting it is the responsibility of the secretary to find a replacement
- Keeps an updated binder of meetings
- Organize the AGM per Skate Canada guidelines; Viewable on Info Centre with Skate Canada
- Place notice in local newspaper at least two weeks prior to the meeting date
- Distribute notification to all members
- Place articles in the newspaper as directed by the board members (ie Gold Test completion as provided by the test chair)