

POSITION DESCRIPTION:

SECRETARY

REVIEWED: March 16, 2015



1.0 PURPOSE

The secretary is responsible for providing information on and collecting registrations, club sanctions, correspondence and meeting minutes. By organizing administrative functions you are contributing to the successful operation of the Club.

2.0 RESPONSIBILITIES

- The secretary records minutes of Executive meetings and General meetings.
- Promptly type and distribute minutes to executive committee members and all coaches. Place a copy signed by self and president to attest to accuracy in the Club binder
- Complete club registrations, including distribution of information to potential registrants, collecting registration forms and payment, registering skaters with Skate Canada, and providing registration information to coaches and executive committee members
- Assist in distributing newsletters and other notices
- Assist with club correspondence such as refund letters, etc
- Maintain current file of club rules, by laws and policies
- Assist with other club activities
- Monitor club activities while at the arena, provide club information as board representative to club members

3.0 REQUIREMENTS

- Good organizational skills
- Ability to communicate effectively
- General secretarial skills
- Access to a computer, internet and word processing programs such as Word and Excel
- Basic computer skills and access to photocopier and printer
- Ability to work with a team and independently
- Ability to fulfill deadlines
- Make good decisions based on the best interest of the Club as a whole

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4.0 TIME COMMITMENT

- Two year term of office; August 1 - July 31 (elected in even years)
- Estimated time;
 - Annual General Meeting, 2 hours per year
 - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
 - Typing/distributing minutes, 2 hours per meeting, 16 hours per year
 - Registrations:
 - attend community registration events (Parade of Programs), be available to register late participants, 10 hours per year
 - general correspondence, 6 hours per year
 - develop/maintain registration records/forms (spreadsheets, Skate Canada entry, copies for Safety binder, collect outstanding fees, track additions and withdrawals, communicate with Treasurer to provide accurate collections and refunds), 36 hours per year
 - provide Skate Canada tax receipts, 3 hours per year

Approximate total yearly commitment, 100 hours per year