



Secretary
Pickleball NB
Duration: 2-year mandate

POSITION DESCRIPTION

TO APPLY

PHONE
506-476-9855

WEBSITE
www.pickleballnb.com

E-MAIL :
Pbnb.membership@outlook.com

Position overview:

The Secretary shall send out notices for, and shall keep the minutes of, all Board meetings, Executive Committee meetings, AGM and SGM. These minutes shall be posted on the PBNB website. The Secretary shall perform other such duties as assigned by the President

Role and responsibilities:

- Organize Board, AGM and SGM meetings as required.
- Take minutes at the Board, AGM and SGM meetings and distribute to the Board
- Track and manage action items of the Board, AGM and SGM meetings.
- Attend Board, AGM and SGM meetings and vote on decisions as required
- Update the PBNB Constitution and By-Laws document as required
- Update the PBNB Policies and Procedures document as required

Skills:

- Have good communications skills in both official language
- Have very good computer skills

Other:

The Secretary shall not receive any monetary compensation for his/her/it role as member of the PBNB Board.

The terms of office are set at 2 years and no more than 2 consecutive terms