

## **Secretary Job Description**

**Board Term of Office:** The Secretary may serve up to 2 years.

**Responsibilities:** In addition to the job description for a board member of the GBPC, the Secretary is also expected to:

- Maintain and ensure effective management of all records, contracts, correspondence and other official documents of the club
- Draw up the agenda with the Chair, and ensure agendas are sent out to all BOD members in advance of meetings
- Attend and take minutes of meetings including the AGM
- Distribute the minutes to board members within one week of the meetings
- Send out the formal notices and information for the Board and Membership meetings
- Maintain lists of board members, members, coordinators and committees
- Orient the new Secretary

**Time requirements:**

- The board meets approximately every 4-6 weeks
- Work involves approximately 1-2 hours per week

**Skills required:**

- Computer skills
- Organizational skills
- Time management skills
- Communication and collaboration skills

**Date of Original Approval:** December 12, 2023