

# QEXCA

Your Community Association

Queen Elizabeth \* Exhibition \* Haultain



## Job Description Secretary

### Role:

The Secretary is elected to a two-year term, by the Community, at an Annual General Meeting. This position is accountable to the Community to record the proceedings of the Association and administer its documentation.

### Responsibilities:

- Prepares and distributes the agenda for each meeting in consultation with the President.
- Ensures that all required documents are received for circulation prior to the meeting.
- Prepares and distributes the notice of meeting, together with the agenda and relevant documents, to all those who are entitled to attend.
- Brings to the meeting all the materials that might be needed, e.g. By-Laws, previous Minutes and reports.
- Records, prepares, distributes and preserves the Minutes of Board, General and Special meetings in the approved format and timeframe.
- Maintains the record of attendance at Board, General and Special meetings.
- Maintains an up-to-date file of Board and Association meeting Minutes.
- Processes the correspondence of the Board and Association.
- Participates actively in meetings of the Board and the Association.
- May act as co-signatory on Association documents and cheques drawn on Association funds.
- Assists committees with record-keeping.
- Assists with Association projects and events.

### Requirements:

- Experience working with a volunteer Board of Directors.
- Skills including Minute-taking, word-processing and administration.
- Commitment to the Association and its values.

Approved \_\_\_\_\_  
Date

\_\_\_\_\_  
Office

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

