

# Job Description

<b>Position</b>	<b>Secretary – Foothills Stingrays Swim Club</b>
<b>General Description</b>	The Secretary is responsible for ensuring that accurate and sufficient documentation of all club business exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.  The Secretary is the official record keeper for the Club.
<b>Term</b>	This is an elected position with a two year term as per the club bylaws.
<b>Reports to</b>	President and general membership of Foothills Stingrays Swim Club
<b>Direct Reports</b>	none

## Detailed Description of Responsibilities and Duties

<b>Operational</b>	Prepares the agendas and records the minutes of Board of Director's meetings and all annual, general and special meetings of the FSSC membership.
	Provides a copy of the minutes of all meetings within 5 days of Board meetings for approval by the Board.
	Manages the official correspondence from the Board of Directors to the membership.
	Prepares the agenda for all meetings.
	The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws.
	In the absence of the President (and Vice-President, if the position exists), the Secretary calls the meeting to order, presiding until a temporary chairperson is elected.
<b>Legal</b>	Is an executive member of the FSSC Board of Directors.
	Is responsible for ensuring that accurate minutes of meetings are taken and approved. Minutes should include at a minimum: <ul style="list-style-type: none"> <li>• date, time, location of meeting;</li> <li>• list of those present and absent;</li> <li>• list of items discussed;</li> <li>• list of reports presented;</li> <li>• record of motions presented and description of their disposition including tabulating the results of the voting process.</li> </ul> The Secretary signs a copy of the approved minutes and ensures that this copy is maintained in the corporate records.
	The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official club records.
	The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.
	Ensures all external and internal communications related to the Secretary's role comply with the Alberta Personal Information Protection Act.
	Is the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.