

Secretary

Role:

Maintain the written records and archives of the association.

Responsibilities:

1. Record the minutes of all association meetings.
2. Save and archive all meeting minutes in accordance to the Information Services Corporation guidelines.
3. Record attendance at all executive and special meetings.
4. Provide notification of all meetings at least 48 hours in advance and send out an agenda.
5. Assist in the preparation and proofing of meeting agendas.
6. Distribute minutes of the executive meetings to association members in a timely fashion prior to the next meeting.
7. Present minutes at the Executive meetings and move to adopt the minutes as presented or amended.
8. Maintain a file of all minutes, agendas, committees/committee members.
9. Forward all necessary correspondence to association membership and email contacts.
10. Work with the City of Saskatoon Community Consultant to coordinate the dissemination of pertinent information to the executive and membership.
11. Assist in the preparation of Bylaw amendment documents.
12. At the end of the term of office, return to the President all records and correspondence and relinquish signing authority to all bank accounts.

Time Commitment: Light to Moderate

- Term of office is two years.
- Monthly Executive meetings typically 8-10 per year, 1-2 hours each
- Typing and distributing meeting minutes and agendas
- Assist at registration nights

Skills Preferred:

Record meeting minutes
Computer Processing
Coordination
Administration

Knowledge of meeting format
Filing
Monthly Meetings