

EAST VILLAGE NEIGHBOURHOOD ASSOCIATION

JOB DESCRIPTION

ELECTED POSITION - SECRETARY

GOAL OF POSITION

To coordinate correspondence, agendas and minutes for the East Village Neighbourhood Association

TERM OF OFFICE:

Term of office is two (2) years

GENERAL DUTIES:

- A director is expected to be fully informed on community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to work of the organization
- Must be a member in good standing of EV-NA
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies
- Orient new board members
- Prepare for and arrive on time for all required meetings
- Participate in the development of the Association's organizational plan, annual review and budget
- Prepare and present required reports at board meetings
- Acts a contact person for organizations such as the City and Federation of Calgary Communities (FCC)

RESPONSIBILITIES:

- Keep copies of the bylaws, minutes and other documents
- Keep lists of Directors, committees and general membership
- Notifies board members of meetings and noting items that need special preparation
- Records all minutes during board and general meetings
- Files correspondence
- Ensures there is a quorum
- Records all motions and decisions of meetings
- Distributes copies of minutes to directors and members at least 7 days after meetings
- Signs minutes to attest to their accuracy
- Keep a record of all policies approved by the Board in the Association's policy manual
- Maintain and monitor a calendar of important dates for the association such grant filing dates, audit dates, etc.
- Keep all the records of the Association in a safe place
- Dispose of old documents only with the approval of the Board
- Make sure that all files are in good order for the next Board Secretary

- Contacts the Director of the Golden Age Club, to book meeting space
- Files the annual return, amendment to the bylaws and other incorporating documents with the Corporate Registry
- In the absence of the chair and vice-chair person, chairs board meetings until the election of an alternate chairperson
- Archives EV-NA records

TAKING MINUTES:

- The minutes of any meeting should be used for:
recording decisions, giving insight into why decisions were made, letting those who were not present familiarize themselves with what went on
- For all of this, it is not necessary to:
record everything, attach a speaker’s name to everything that is said, list every reason for and against a decision
- The form below is an easy way to make sure that all motions are recorded in the minutes. Have a pile of these forms handy at every meeting. Then the mover can write the motion down for the Secretary to make sure that it is recorded accurately

Mover:
Secunder:
Motion:
Result: # In favour _____ #Against _____ Carried _____ Defeated _____

QUALIFICATIONS:

- Good organizational and communication skills
- Good penmanship or basic word processing skills
- Be a member of good standing of EV-NA

ESTIMATED TIME REQUIRED:

- Varying commitment of 5 – 15 hours per month

TRAINING REQUIRED:

- Training and orientation to be provided by EV-NA
- The Federation of Calgary Communities (FCC) will provide assistance upon request

BENEFITS:

- Excellent job training skills in organizing, and teamwork
- Opportunities to attend workshops, meetings
- An excellent way to meet people in the community
- Assistance from Federation of Calgary Communities (FCC), upon request

REPORTS TO:

- East Village Neighbourhood Association