

Secretary

Position/job title: Secretary

General Duties of Assigned Portfolio

Goal of Portfolio

The Secretary is an officer of the corporation. The responsibilities of the Secretary are mandated and set out in the Club By-Law. The Secretary is the custodian of all ARC documentation and will record all minutes of the Board of Directors meetings and meetings of the general membership.

Duties and Areas of Responsibilities

Primary responsibilities of the Secretary include, but are not limited to the following:

1. Attend all meetings of the Board of Directors and the general membership and record all facts and minutes of all proceedings in the minute books kept for that purpose.
2. Coordinate the preparation of all agendas, motions, portfolio reports and other materials in advance of the Board meetings and ensure that Board members are aware of materials.
3. Give all notices of meetings, elections, etc required to be given to the members and to directors as set out in the by-law.
4. Maintain a Directors' Register
5. Keep custody of the seal of the Club and of all books, papers, records, correspondence, contracts and other documents belonging to the Club.
6. Ensure that all records of all aquatic events and other matters of general interest to the Club are kept, and perform such other duties as many from time to time be determined by the Board of Directors
7. Assist in the hiring of the Summer Office Coordinator
8. Ensure that the Board President is kept informed of all major activities of the portfolio and any scheduled sub-committee meetings, to support the President's responsibility to monitor Board governance.

Sub-committees and Reporting Positions

- None

Evaluation

Secretary's performance is evaluated annually through reporting to the membership at the Annual General Meeting.

Review and Approval Date

The Board reviews the Board Member Job Descriptions annually to ensure appropriate assignment of duties and responsibilities.

Date: _____

Director's Signature: _____