

Position Description

Secretary to the GCA Board

Duties and Responsibilities

- (a) Preparation, communication, amendment and publication of the minutes of each monthly GCA board meeting, the annual meeting, and up to one special meeting, if required. Draft minutes of each meeting to be available one week after the date of the meeting, in a format approved by the board;
- (b) Coordination and preparation of the mailing packets for the February GCA annual meeting, including assembling required contents, preparing ballot/voting forms incorporating members names, acquiring envelopes, arranging for inclusion of dues invoice, bulk copying, assembly and distribution;
- (c) Arranging for a minimum of three (3) vote registrars/tabulators at the February GCA annual meeting and attendant vote certification documentation;
- (d) Maintenance of the physical records of the Association;
- (e) Collection of mail at least once a week from the Keswick Post Office with distribution provided at the Glenmore Gatehouse

Qualification

- Proficiency in use of MS Word, Excel; Adobe Acrobat and use suitable voice recording application. Shorthand or ability to make notes during meetings.
- Must be available to attend monthly Board meeting (3rd Thursday of each month) and annual meeting.

Compensation and employment status:

- Compensation: \$4,000 annually, paid quarterly
- Status: Contract staff - 1099