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**EXECUTIVE POSITION JOB DESCRIPTION**

**Executive Role:** Secretary

The Secretary is primarily responsible for the record keeping of Club documents and compiling and distributing the minutes of executive and general meetings of the Club.

**Responsibilities:**

* Set up and host executive meetings via Zoom and email meeting link to participants. If meetings are in person, there is the option of renting the Boardroom for free at the Huron Park Recreational Centre. The Community Group Registry Program provides free meeting room rentals for 12 executive meetings per calendar year. Contact City of Mississauga to book.
* Record the minutes of executive and general meetings of the Club
* Distribute minutes of the meetings and amend minutes when required
* Oversee club documents and records and upload to the Club’s Google Drive
* Manage the executive and directors’ security access to the Google Drive
* Be familiar with the Club’s Constitution and Bylaws
* Provide support at Club Events – i.e. opening day, social events

Annual General Meeting:

* Prepare the formal notice and proxy form for the Annual General Meeting (AGM)
* Collect proxies for the AGM and compile them as required (i.e. quorum, elections)
  + If AGM is via Zoom:
    - Set up meeting, provide meeting link and host meeting
  + If AGM is in person:
    - Contact City of Mississauga to reserve a meeting room at Huron Park Recreational Centre (Club is provided 1 free room rental for AGM)

**Skills required:**

* Proficient with MS Office, Google Drive, Zoom
* Strong written and verbal communication skills with active listening skills
* Organizational skills
* Team player