



JOB DESCRIPTION

ELECTED POSITION: SECRETARY

(REVISED OCTOBER 2014)

GOAL OF POSITION:

- To co-ordinate correspondence, agendas and minutes for the Forest Heights Community Association (FHCA).
- The Secretary works collaboratively with the President and the Executive Officers to support the Board in fulfilling its fiduciary responsibilities.

RESPONSIBILITIES:

- Record the minutes of each meeting, including reports and recommendations.
- Keep a complete record of all meeting minutes and correspondence to or from the FHCA.
- Ensure distribution of minutes to all designated individuals prior to meetings.
- Keep a record of Director meeting attendance
- Write letters and cards on behalf of FHCA, if requested.
- Ensure notification of members of meeting dates, time and place.
- Attend monthly FHCA Board meetings and Executive Officer meetings.
- Abide by the FHCA Constitution, By-Laws and policies and procedures.
- Prepare a draft of the minutes and consult the President/Chairperson for approval.
- Keep track of Board meeting attendance.
- Compile Board and Executive contact list including names, addresses, email and telephone numbers
 - Organize filing cabinets and individual files
 - Order and keep an inventory of office supplies/letterhead/envelopes. Update orientation binders.

QUALIFICATIONS:

- Good organizational and communication skills.
- Good penmanship or basic typing/word processing skills.
- Experience an asset.
- Be a member of good standing of the FHCA.
- Submit a Police Record Check and payment receipt. The processing fee will be reimbursed by the FHCA with receipt.

ESTIMATED TIME REQUIRED:

- Varying commitment of 3 – 10 hours per month.

TRAINING AND SUPPORT PROVIDED:

- Training and orientation to be provided by the FHCA.
- Review past minutes.

- Assistance and support from the President and past Secretary.
- Be familiar with the FHCA programs, policies and procedures.

BENEFITS:

- Excellent job training skills in organizing, supervising and teamwork.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

REPORTS TO:

Forest Heights Community Association Board of Directors