

PVCC- Position Description Secretary

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| Position Title | Secretary |
| Term | Two (2) Years elected on even numbered years |

Position Description:

- The Board of Directors is the legal authority for the Parkland Village Community Centre. As a member of the Board, a Director is the trustee for the community and is responsible for the effective governance of the Organization. A director is expected to be fully informed on organization matters and to participate in the Boards deliberation and decisions in matters of policy, finance, programs, personnel and advocacy. This position reports to the Board of Directors.
- The Secretary will keep and maintain record of all Board correspondence and carry out other duties deemed necessary by the Board.

General Duties and Responsibilities:

- Approval of policy and other recommendations received by Board members or committee's;
- Review of the Bylaws and policy manual, and recommends to membership changes to the Bylaws;
- Review of the Boards structure, approval of changes thereto, and preparation of necessary Bylaw amendments;
- Participation in the development of Parkland Village Community Centre's annual plan and annual review;
- Approval of Parkland Village Community Centre's budget;
- Approval of the hiring and termination of contractors;
- Assisting in the development and maintenance of relations between Board, committees and contractors which will enhance the Parkland Village Community Centre's mission;
- Provide a written report for annual general meeting.

Specific Position Duties

- Keep copies of Organizations Bylaws and Policies;
- Take and keep accurate minutes for the meetings;
- Control and keep record of correspondence of the Board;
- Keep record of names and addresses of all society members;
- Send notice of meetings;

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- Files annual return, amendments to Bylaws and other incorporating documents with Corporate Registry;
- Make sure members are notified of General Meetings;
- Perform other duties deemed necessary by the Board;
- Acts as signing authority, with another Executive Director for cheques and other documents;
- Orients new Secretary.

Working Conditions/ Requirements

- Commitment to work of the organization;
- Specific knowledge and skills in one or more of the areas of Board governance – policy, finance, programs, personnel and advocacy is an asset;
- Attendance at Board, committee and annual general meetings;
- Support of special and fundraising events;
- Financial support of Parkland Village Community Centre;
- Evenings and weekend participation may be required.

Benefits to Volunteer

- All Board members receive hall rental privileges as per policy;
- Benefits while working events;
- Meeting other people in the community;
- Giving back and making a difference in the community;
- Help create a nourishing and inclusive environment for all community members;
- Teaching our kids/family about giving back;
- Be part of a team;
- Create new experiences and opportunities for the community;
- Use existing skill and knowledge to help others;
- Create a community legacy;
- Opportunities to further education and build resume.

Evaluation

Provide a written report of activity for annual general meeting

Signature of President _____

Approval Date _____ Review Date _____