

# Position Description

## Secretary

The Secretary is a Director and Officer of the BC Speed Skating Association.

### Term

A director has a normal term of office of two years. The Secretary pursuant to Bylaw 9.1 must be elected in years that are not evenly divisible by two.

### General Duties\*

1. The Secretary issues notices and keep minutes of meetings of the Association and the Board,
2. Conducts the correspondence of the Association,
3. Has custody of all records and documents of the Association except those which must be kept by the treasurer
4. In partnership with the Sport Administrator, oversees the preparation of newsletters and other communications to the membership for inclusion on the Association's website.
5. Attends all Board and Annual General Meetings.
6. Provides input to the annual review of Association staff.
7. In conjunction with the Sport Administrator and Executive Director, coordinates the Annual General Meeting

\* Position descriptions are currently under review

### Time Commitment - Moderate

The Secretary is a valuable member of the Association and can be expected to attend several meetings and be consulted on a regular basis in the operation of the Association. The Secretary is expected to attend all Board meetings. The Board meets approximately 11 times per year in addition to the Annual General Meeting.



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