



Skate **ABC Skating Club**

Position Description—Secretary

Purpose

The Secretary is responsible for Club sanctions, correspondence and meeting minutes. The Secretary collects and distributes mail and minutes of meetings.

By organizing the administrative functions of the Club you will support the organization's mission to enable everyone to participate in skating throughout their lifetime for fun, fitness and / or achievement.

Responsibilities

- The Secretary records minutes of Executive Committee Meetings and General Meetings. Sign minutes to attest to their accuracy.
- Promptly type and distribute minutes to Executive Committee members and all coaches. Place a copy of the minutes in the Club Binder.
- Assist at Club registration
- Prepare coach contracts
- Collect and distribute mail on a timely basis
- Assist in distributing Newsletters and other notices
- Complete Club correspondence
- Apply for Sanctions as required (Carnivals, Exhibitions, etc.), 1 month prior to the event.
- Maintain current file of Club rules, by-laws and policies.
- Has signing authority
- Assist with other Club activities
- Monitor Club activities while at the Arena.

Qualifications

General secretarial skills

Access to a computer

Ability to communicate

Ability to work both with a team and independently

Ability to make deadlines

Ability to make good decisions based on the best interests of the Club



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Time Commitment

Two-year term of office, August 1 to July 31

Estimated Time:

Attend General Meetings	2 hours twice a year
Attend Executive Meetings	3 hours per meeting for 9 meetings
Typing Minutes	2 hours per meeting
Registration	6 hours
Typing, Miscellaneous	1 hour per month
Mail and Correspondence	1 hour per month