

## **CREW CALGARY POSITION DESCRIPTION**

**Approved: January 21, 2016**

**Review Date:**

**Position:** Secretary

**Scope:** The focus of the Secretary positions of CREW Calgary is to create a corporate history of the organization through accurate documentation of activities, discussions and decisions of the organization.

**Accountability:** President and the Board of Directors

**Responsibilities:** In addition to the Director responsibilities, the Secretary is responsible for:

1. Maintaining accurate minutes of meetings, including attendance, all motions and decisions
2. Distributing minutes for the Board of Directors in a timely manner
3. Maintaining a record of Board agenda packages including approved and signed minutes
4. Maintaining a record of Board policies and procedures in the form of a manual as well as such files as needed to accurately and completely record the business and activities of the organization
5. Sending notices of all meetings as required in the Bylaws
6. Acting as a signing officer for cheques and other documents
7. Ensuring that CREW Calgary is appropriately insured
8. Ensuring by the prescribed date, corporate annual returns are signed and filed with corporate registries office.
9. Maintaining and keeping active Google Drive or other shared network in place.

**Skill Requirements:**

- Detail oriented
- Organized, with an ability to meet deadlines
- Ability to write concise, accurate minutes
- Effective verbal and written communications skills
- Proficient computer skills

**Term:** One 1-year term, with the opportunity to stand for election for a second consecutive 1-year term in this office