

Secretary

- Time Commitment

At least one Board meeting a month plus other meetings if part of committees.

- Duties and Responsibilities

- recording attendance at Board meetings and meeting proceedings;
- ensuring that the Board's records are well organized and that its administrative systems are working properly;
- in consultation with the President and Board members, coordinating the dates, times, locations and agendas of all Executive, Regular, Planning, Special and General meetings;
- providing required notice to Board members and WCCSC membership of Board meetings dates, times, locations and agendas;
- managing and keeping records of Board correspondence;
- keeping a current list of Board members and contact information;
- ensuring that filings to Yukon Corporate Registrar are made to keep the WCCSC in good standing under the Societies Act including financial reviews and audits, annual reports, special resolutions and updates to bylaws
- managing the orientation documents/manual for new board members

If authorized by the Board, the Secretary may delegate any of the duties above but remains ultimately accountable. Signing authority may only be delegated to a Board Member with signing authority.

- Desired Skills

Note-taking and good organizational skills.

- Training

Board orientation after the Ski Club Annual general Meeting usually in October.

- Reports to: The Board of Directors