**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Standard Activity Group Secretary</th>
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<tbody>
<tr>
<td>PURPOSE</td>
<td>The Secretary assists the executive committee, working co-operatively with others following the GWSA Activity Leaders Handbook</td>
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<tr>
<td>REPORTS TO</td>
<td>The President of the Activity Group</td>
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| QUALIFICATIONS         | - Active member of GWSA  
                          - Skills in leadership, organization, problem-solving, conflict resolution and written and oral communication  
                          - Tact and diplomacy in order to interact and work co-operatively with others.  
                          - Secretarial/Clerical experience  
                          - Full knowledge of Activity Leaders Handbook |
| RESPONSIBILITIES       | 1. Work with the President and committee members  
                          2. Issue notices of meetings as directed and requested and attend committee meetings  
                          3. Welcome members as they arrive and provide a welcoming atmosphere  
                          4. Follow the Activity Group Leaders Handbook for guidance  
                          5. Record minutes from the committee meetings and provide copies to each committee member  
                          Record minutes at the annual nominations and elections meetings and ensure the minutes are kept in a special book and are signed when approved by resolution, as being a correct, accurate record of business  
                          6. Record of attendance at playing times whenever possible  
                          7. Ensure all participants are current GWSA members and keep a record of attendance of executive members at monthly and special meetings.  
                          8. Maintain records/files/minutes for the committee and group  
                          10. Participate in self-development training, where appropriate  
                          11. Prepare communication releases for media and members when necessary  
                          12. Other such duties as may be from time to time |

**Volunteer Advisory Committee Draft Approval**

**Governance Committee Approval**

Revised: July 3, 2015