

POSITION DESCRIPTION

TITLE	Standard Activity Group Secretary
PURPOSE	The Secretary assists the executive committee, working co-operatively with others following the GWSA Activity Leaders Handbook
REPORTS TO	The President of the Activity Group
QUALIFICATIONS	<ul style="list-style-type: none"> ❖ 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	
<ol style="list-style-type: none"> 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 9. Prepare and post notices of the Annual Meeting three weeks in advance. 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