

Secretary - Job Description

The Secretary provides clerical support to the Calgary Patriots Swim Club (the “Club”). The Secretary is directly responsible to the President of the Club and to the Club’s Members.

Responsibilities and Duties

The Secretary’s responsibilities include, but are not limited to:

- Collect and collate reports from members of the Board of Directors (the “Board”);
- Call for and receive nominations for committees and Board positions for the Club’s Semi-annual General Meeting;
- Record the minutes while attending Board meetings;
- Write up the minutes as soon as possible after the meeting; and
- Any other duties as may reasonably be assigned by the Board.

Knowledge and Skills Required

- Effective written and oral communication skills;
- Well organised;
- Ability to maintain confidentiality on relevant matters; and
- Good working knowledge of the constitution.

Estimated Time Commitment Required

The estimated time commitment required is three (3) to five (5) hours per month.

The Secretary is appointed for a two-year term, but may be elected for additional consecutive terms.

Evaluation

Self and by the Board annually.

The Calgary Patriots is a competitive swim club dedicated to the overall development of individuals to their maximum potential.