



Secretary

Regular Duties:

1. Schedule board meetings in the shared Google calendar.
2. Draft meeting agendas prior to each monthly board meeting.
3. Ensure Board meetings and club AGM (Annual General Meeting) conduct align with the club's policy manual and order of proceedings.
4. Attend all board meetings.
5. Accommodate board members who need to attend meetings virtually.
6. Record detailed and accurate minutes during each monthly board meeting, including key discussions, decisions, and action items.
7. Link any relevant documents or attachments in the meeting minutes for easy reference.
8. Proofread and edit the meeting minutes to ensure clarity and accuracy.
9. Share finalized meeting minutes with other board members in a timely manner.
10. At the AGM, confirm quorum to ensure a valid meeting and proper decision-making.
11. Maintain an organized archive of past meeting minutes and related documents for reference and transparency.
12. Assist in the preparation and distribution of materials or reports to board members as needed.
13. Assist with communication and coordination between board members and stakeholders.
14. Serve as a point of contact for inquiries and information related to board meetings and activities.

10 Lady Grey Drive, Ottawa, Ontario
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15. Stay updated on any legal or regulatory requirements related to board meetings and governance and ensure compliance.
16. Collaborate with other board members to support the overall goals and mission of the non-profit organization.

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