|  |  |
| --- | --- |
| **DOCUMENT TITLE** | Role description – Club Secretary |
| **LAST UPDATED** | October 2022 |
| **PURPOSE** | Articulate the roles, responsibilities, skills required, terms and conditions of the Secretary position. |
| **HOW TO USE** | Use this template when preparing a job posting.Adapt to meet your organization’s specific needs. |
| **ADDITIONAL NOTES / CONSIDERATIONS**This document has been designed as a template for the job description of Club Secretary, applicable to a club, association, or other not-for-profit organization in British Columbia. It is recommended to be modified as desired by the organization and Board, but also be updated as the as the laws and regulations of the B.C. Society Act evolve.   It is important to note that even if the Board lawfully delegates responsibility for a decision to the Club Secretary, the accountability the Board assumes can never be delegated. The Board is ultimately responsible for all its decisions (made collectively, or as a single individual on the Board), thus including those made through delegation. Considering this, the Board would be prudent to ensure that any Committee has the appropriate experience, delegations, and reporting lines.   This document does not constitute legal advice and should not be relied upon as such. Expert counsel is recommended if there are any issues requiring clarification.  |
| *Remove this table from the document before revising and issuing for your organization.* |

# Club Secretary – Job Description

|  |  |
| --- | --- |
| Job Purpose | The Secretary is the club's senior administrative officer. The Secretary is responsible, in conjunction with the President, for ensuring that the club operates in line with its constitution, by-laws, policies, and procedures. |
| Job Responsibilities | The primary tasks of the secretary are as follows:* Convene all board and general meetings in collaboration with the President.
* Prepare and distribute the meeting agenda, supporting documents, and any other necessary information or reports for board and general meetings.
* Maintain meeting minutes, ensuring that they are signed by the President and that meeting-related activities are carried out.
* Manage all general club correspondence and serve as the primary point of contact for member and stakeholder inquiries.
* Maintain a record of the most up-to-date version of all club documents, ensuring that it stays current and in accordance with industry standards, including but not limited to the club constitution, bylaws, policies and procedures, terms of reference, etc.
* Assist the President and board in strategic decision-making and planning.
* Complete and submit the Annual Report in accordance with the B.C. Societies Act [2015].
* Maintain and update the society’s filings in accordance with the B.C. Societies Act [2015].
* In the absence of designated staff, communicate with the general public, connected organizations, and government agencies.
 |
| Appointment & Tenure | The Secretary is appointed for a period of **<XX>** years with the option to stand for **<XX>** further term/s. |
| Time Commitment | An estimated commitment of **<XX>** days per month plus attendance at least **<XX>** weekends a year.  |
| Conflict of Interest | The secretary should be free of material conflicts of interest and disclose any matters that could compromise their ability to perform as a director. |
| Personal Abilities & Skills | The secretary should ideally have the following abilities:* Committed to making a difference in the club.
* Receptive to change.
* Capacity to provide informed viewpoint during group discussions at board meetings.
* Rationally consider opposing ideas and viewpoints.
* Strong interpersonal and communication abilities.
* Maintain confidentiality.
 |
| Qualifications and Experience | * Prior volunteer experience with a non-profit organization is preferred.
* Familiarity with the laws and regulations governing non-profit organizations.
 |
| Knowledge and Skills | * Strong understanding and working familiarity with the club's constitution, regulations, bylaws, policies, and procedures.
* Ability to perform the administrative and management requirements of the organization successfully and efficiently using appropriate tools and technology.
* Ability to identify, prioritize, perform, and delegate activities in a timely manner.
* Excellent organizational, record-keeping, and interpersonal abilities.
* Excellent written and verbal communication abilities.
* Possess basic financial management skills.
 |
| Safeguarding | The successful candidate for this role will be subject to an Enhanced Criminal Record(E-PIC) Check prior to appointment. |