



Muir Lake Community League

Job Description - Secretary

Position Title	MLCL Executive Officer (voting position)
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No experience required.

Instructions for Secretary

- Keep copies of Organizations Bylaws and Policies;
- **Executive Meetings**
 - Take and keep accurate minutes for the executive meetings: uploads to the shared drive.
 - Send notice of meetings; distributes copies of the previous meeting minutes, prepares agenda, with President input and reminds executive about upcoming executive meetings
 - Executive meetings are held the second Wednesday of the month, September through June.
- **Annual General Meeting**
 - Take and keep accurate minutes for the AGM
 - Prepares agenda (include any proposed recommendations from the executive). Provide copies of the agenda and previous minutes for members at AGM, ensure there is a sign in sheet for members who attend the AGM
- Updates the executive list after the AGM. Playschool Liaison position is elected at the Playschool's AGM typically in June.
- Has charge of the Seal of the Society.
- Acts as signing authority, with another Executive Director for cheques and other documents;
- Orients new Secretary.
- Change hall outgoing voicemail.
- February Newsletter Update – Announcement for new board, thanks to those leaving the board
- December Newsletter Update – Donations to local charities

Perks for Secretary (pending approval at AGM)

- Free MLCL membership for the following year.
- One Free rental on a Sunday (Not June/July/August), or a weekday in the summer.
- Board members will not fundraising fee on Kid's sports
- Get one free ticket on an event during the year (excluding Ham and Turkey BINGOs).
- Connects you with others in the community, make new friends and contacts.