



# Muir Lake Community League

## Job Description – Secretary

Position Title	MLCL Executive Officer (voting position)
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No experience required, step by step manual is provided.

### 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 document.

### Perks for Secretary

- 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 pay fundraising fee on Kid's sports.
- Get one free ticket on an event during the year (excluding MLCL BINGOs).