



## **JOB DESCRIPTION**

### **ELECTED POSITION: SECRETARY**

(REVISED NOVEMBER 2010)

#### **GOAL OF POSITION:**

- To co-ordinate correspondence, agendas and minutes for the Forest Heights Community Association (FHCA).

#### **RESPONSIBILITIES:**

- Record the minutes of each meeting, including reports and recommendations.
- Keep a complete record of all meeting minutes and correspondence to or from the FHCA.
- Ensure distribution of minutes to all designated individuals one week prior to meetings.
- Write letters and cards on behalf of FHCA, if requested.
- Ensure notification of members of meeting dates, time and place.
- Attend monthly FHCA meeting or arranges replacement.
- Abide by the FHCA Constitution.

#### **QUALIFICATIONS:**

- Good organizational and communication skills.
- Good penmanship or basic typing/word processing skills.
- Experience an asset.
- Be a member of good standing of the FHCA.
- Submit a Police Record Check and payment receipt. The processing fee will be reimbursed by the FHCA with receipt.

#### **ESTIMATED TIME REQUIRED:**

- Varying commitment of 3 – 10 hours per month.

#### **TRAINING REQUIRED:**

- Training and orientation to be provided by the FHCA.
- Review past minutes.
- Assistance from District Facilitator upon request.
- Be familiar with the FHCA programs, policies and procedures.

#### **BENEFITS:**

- Excellent job training skills in organizing, supervising and teamwork.
- Opportunities to attend workshops, meetings, courses, etc.
- An excellent way to meet people in the community.
- One free program per session (after completion of one session of volunteering).
- Pre-registration privileges.

#### **REPORTS TO:**

Forest Heights Community Association Executive

#### **FOR FURTHER INFORMATION:**

Contact the Forest Heights Community Association, 519-741-2621.