

Secretary

Job Description:

Secretary you will assume the duty of clerical and administrative support in order to optimize workflow procedures of the CLGA. You will assist the executives by supporting them with planning and distributing information. You will be the point of reference for all queries, requests or issues and will be an integral part of the voting executive. This is a two year minimum term with opportunity to extend to an additional two more years.

Duties:

- Review the CLGA By-Laws to obtain an understanding of processes, responsibilities and duties for your role and other roles on the CLGA Executive.
- Attend all CLGA Executive and General Meetings.
- Manage the monthly agenda and arrange new meeting requests. Support and facilitate the completion of regular reports for the meetings.
- Email presidents to update the club contact list. Forward link for them to use to update. The list of past presidents emails will be in this form to send to.
- Work with the Treasurer to send out Assessment Letters. Refer to the Club List in the Executive section of the CLGA website for club contacts.
- Work with the President in preparing Agenda/Spring AGM packages for the Spring Executive Meeting and Spring AGM and send to the President for updating.
- Attend Spring AGM, hand out packages and voting cards as people register and take minutes. As soon as possible after the meeting, prepare the minutes (including any Spring reports found under the Minutes and Reports tab) and send to the President for review.
- Prepare Package for the Fall AGM (CLGA sign in list and Agenda, if aiding the President in its preparation). The Fall package used to contain a hard copy of the Agenda, Spring General Meeting Minutes, the following year's CLGA Executive list and current year Financial Report and Statements. It is expected that members read/print the reports/minutes from the website rather than us print them all. Remind the President to send an email to all Club Presidents with the Agenda and remind them to read/print any reports/minutes themselves.
- At the AGM, have the clubs sign in on the CLGA sign in list and provide them with the Agenda, if needed, and 2 voting cards. Take minutes and send to the President for review and approval then send to the web coordinator for inclusion on the website.
- Review the job description and duties outlined and update this role on an ongoing basis when identified is required. Review, cull and update computer files, books, binders and position mandate prior to turning over to the new Secretary. Responsible to assist with finding a replacement and the training of that replacement prior to the current role term ending.