**Secretary/Equipment Director Job Description**

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| **General Description:** The Secretary is responsible for ensuring that accurate and sufficient documentation of all club business exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board’s business is/was conducted. The Secretary is the official record keeper for the club. |

**Term:** This is an elected position with a two-year term as per club bylaws

**Reports To:** President and membership of Okotoks Mavericks Swimming

**Direct Reports:** Committee members as required

**Detailed Description of Responsibilities and Duties**

**Operations:**

* Prepares the agendas and records the minutes of board of director’s meetings and all annual, general and special meetings of the MAVS membership
* Provides a copy of the minutes within 5 days of board meetings for approval of the board
* Manages official correspondence from the board of directors to the membership
* Prepares the agenda for all meetings
* Ensure that proper notification is given of director’s and members meetings as specified in the bylaws
* In the absence of the President and Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected
* Co-ordinates ordering and delivery of team gear including: team shirts, team uniforms, swim caps, officiating shirts and name tags, parkas, optional gear and coaches clothing.
* Organizes the club’s annual team photo night
* Books the venue for the annual Awards night in September and orders trophies in consultation with the head coach
* Orders swimmer of the month awards in consultation with team manager and treasurer

**Legal**

* Is an executive member of the MAVS board of directors
* Is responsible for ensuring that accurate minutes of meetings are taken and approved. Minutes should include at a minimum: date, time and location of meeting; list of those present and absent; list of items discussed; list of reports presented; record of motions presented and description of their disposition including tabulating the results of the voting process
* The Secretary signs a copy of the approved minutes and ensures that this copy is maintained in the corporate records
* The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g. letters of patent, articles of incorporation), lists of directors, board and committee meeting minutes, financial reports and other official club records
* The Secretary ensures that an up-do-date copy of the bylaws is available at all meetings
* Ensures all external and internal communications related to the Secretary’s role comply with provincial legislation
* Is the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and is responsible for ensuring that documents necessary to maintain the corporation are filed.

**Reporting**

* Provides a monthly report to the board of directors at all regular meetings
* Attends MAVS board meetings on a regular basis