

MISSION SOCCER CLUB

Secretary

Job Description and Expectations

Purpose: The Secretary shall be the clerk of the Club. He/she shall be custodian of all documents belonging to the Mission Soccer Club.

Major responsibilities:

- He/she will attend all meetings of the Executive, compile the agenda and record all facts and minutes of all proceedings.
- Will present copies of previous meeting minutes for adoption at next meeting.
- Shall give all notices required to be given to members and to Directors.
- Keeps records of correspondence between MSC and its members, coaches and players.
- Collects the MSC mail from the Post Office Box in a regular and timely manner.
- Is responsible for sending the AGM minutes to the Government of British Columbia after every AGM meeting.
- Responsible for sending any constitutional/by law changes to the Government of B.C. Societies Department.
- Books meeting rooms as required.

Length of term: Two years

Meetings and time commitment:

- The board of directors meets monthly except December on the fourth Monday of the month, 7:00 p.m. Meetings typically last 90-120 minutes.

Expectations:

- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Helps communicate and positively promote the MSC mission statement, objectives and programs to the community.
- Develops a working understanding of the policies and procedures of MSC.