



# BOARD MEMBER JOB DESCRIPTION TEMPLATE

<b>POSITION TITLE</b>	SECRETARY
<b>RESPONSIBLE FOR:</b> <i>1-2 sentence general overview of area of responsibility</i>	Keep a record of Minutes for all RNS Board Meetings, Presidents Meetings, AGM Submit the list of officers to the Registry of Joint Stock Companies to maintain our registration under the Societies act Be part of committees throughout the season if required. Fulfill all secretarial duties.
<b>RESPONSIBLE TO:</b> <i>Reporting relationship and accountabilities</i>	RNS Board
<b>QUALIFICATIONS:</b> <i>This can include education and/or specific training (ie. Drivers license)</i>	MUST BE PROFICIENT IN EMAIL MICROSOFT EXCEL AND WORD Understand and support LTAD and Tenets of CS4L.
<b>SKILLS REQUIRED:</b> <i>List of required skills and abilities. Be specific and minimum qualifications, not ideal ones.</i>	BASIC COMPUTER (WORD AND EXCEL) AND EMAIL ABILITIES, ORGANIZATIONAL SKILLS , EFFECTIVE LISTENING SKILLS, PATIENCE
<b>MAIN DUTIES:</b> <i>A list of tasks performed. Think of long range duties (participation in yearly event, monthly reports) as well as more frequent tasks (respond to member inquiries).</i>	RECORD THE MINUTES ARRANGE FOR RNS REPRESENTATION AT ALL PROVINCIAL TOURNAMENTS will be responsible for the documentation of all amendments to the Association's Constitution and By-laws, will ensure that all official documents and records of the Association are properly kept, cause to be recorded the minutes of all meetings of Members, Board of Directors and Committees of the Association and will perform such other duties as may from time to time be established by the Board. Produce, Maintain and Distribute a calendar or critical dates and activities to RNS board and members prior to 30 <sup>th</sup> September.  COMPILE TERMS OF REFERENCE FOR ALL COMMITTEES. COMPILE ANNUAL LIST OF POLICIES, PROCEDURES, AND CONSTITUTION ITEMS REQUIRING REVIEW FOR BOARD. PRODUCE, DISTRIBUTE, AND MAINTAIN
<b>EVALUATION</b> <i>How is effectiveness in this position assessed?</i>	
<b>TIME COMMITMENT:</b> <i>Approximate time commitment broken down by week, month or season depending on position.</i>	6-12 HOURS PER MONTH
<b>POSITION TERM:</b>	2 YEARS
<b>OTHER CONSIDERATIONS:</b> <i>Any other considerations or benefits that a volunteer should be made aware of.</i>	REPRESENTATION AT PROVINCIALS FOR A MINIMUM 4 HOURS. CHAIR RNS POLICY REVIEW COMMITTEE WHEN VPADMIN POSITION IS VACANT. ASSIST EXECUTIVE DIRECTOR WITH AGM SET UP ON YEARS VPADMIN POSITION IS UP FOR ELECTION OR VACANT.
<b>APPROVAL DATE:</b> <i>Job description date of approval.</i>	MAY 2016
<b>REVIEW DATE:</b> <i>Job description date for review.</i>	JANUARY 201_

