

## Secretary Job Description

### **PURPOSE OF THE POSITION**

The purpose of this position is to record the minutes of Executive meetings and perform general secretarial functions for the Guild.

### **Responsibilities**

#### Scheduling

- Create a listing of the meeting dates for both the Executive meetings and Guild meetings for the upcoming year. (each summer).
- Book a room for the Executive meetings for the upcoming term.
- Confirm the availability the room for the Executive meeting the Monday before each Executive meeting – make alternative arrangements if necessary and advise the Executive. (Alternative meeting place is LIFE 100.3, 114 Bell Farm Road, Unit 111, Barrie, Ontario and then a member's home. This home should be determined at beginning of fiscal year – September/October).

#### Mail

- Pick up the KQG mail at Shoppers' Drug Mart, Bayfield Street, (Box 20076) prior to the Executive meetings and record the contents for inclusion in the minutes.
- Distribute the mail to the appropriate members at next Executive meeting.
- Arrange for the payment of the annual P.O. Box.
- Respond to inquiries received through the KQG website while blind copying the President and the Vice-President so that they are aware that the email has been responded to.
- Hand off the PO box key to the incoming Executive member.

#### General

- Create the monthly agenda for the Executive meeting and distribute it to the Executive a few days before the meeting.
- Attend the Executive meetings, record the minutes and attendance and forward the prepared minutes to the Executive as soon as possible after the meeting.
- Prepare a duo tang for the President with copies of all job descriptions and Annual Reports.
- Send sympathy, get well and thinking-of-you cards to members as required and maintain record of same.
- Transfer previous minutes, BOM, Newsletter to the Simcoe County Archives.
- Write an annual report, one copy to the Secretary for incoming members, one copy to the President and one for the Archive.
- Provide the incoming Executive Committee Members with a duo tang with an updated welcome letter; list of Executive names, positions, telephone numbers, email addresses;

the list of the dates for Executive and Guild meetings, blank Income/Expense form, job description and the positions previous Annual Report.

- Prepare orientation materials for the incoming Executive member; meet if desired.

### **Financial Responsibilities**

- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form. (e.g. stamps, cards, photocopies, etc.)
- Request a cheque from the Treasurer to pay Canada Post for the annual P.O. Box fee at Shopper's Drug Mart, Bayfield St.

### **Knowledge, Skills and Abilities Required**

- Good computer skills: knowledge of Microsoft Word and email.
- Good organizational skills.