

CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



Position: Secretary

Purpose: The Secretary is responsible for recording, maintaining and distributing records of CRYSA business.

Duties and Responsibilities

- Conduct the correspondence of the society.
- Issue notices of meetings of the society and directors.
- Keep and distribute minutes of all meetings of the society and directors.
- Have custody of all records and documents of the society except those required to be kept by the treasurer.
- Have custody of the common seal of the society.
- Maintain the register of members.
- Ensure the Society is in good standing with Registrar of Companies.
- Liaise with City to ensure renewal of club house facility.
- Submit, track and communicate documents as required to ensure risk management and criminal record check protocols are met.
- Attend scheduled CRYSA Board of Director meetings.
- If there is a conflict involving the Secretary, the problem will be referred to the remaining Executive. The Secretary will abide by their decision.

Knowledge and Skills

- Have a basic understanding of CRYSA's constitution and operations.
- Ability to capture key discussion points in clear, concise manner and “ask for clarity” in situations where discussion points are not clear.
- Skilled in the use of Microsoft Word and electronic mail.
- Have a complete understanding of the Roles and Responsibilities of all the Directors, Administrator and Technical Director.

Commitment

Commitment 2-4 hours per month