



The Edmonton Neighbourhood Watch Program Society

## POSITION DESCRIPTION

- Title:** **Secretary**
- Authority:** The Secretary is a member of the Board of Directors and the Executive Committee. General responsibilities and authority includes the interpretation of the Bylaws, responsibility for the trusteeship of the wellbeing of the Society, responsibility for policy development, and ensuring the efficient and sustainable operation of the Society.
- Term:** The **term of office** will be two (2) years and such elections will be staggered. The Secretary will be elected in even numbered years.
- General Board Duties:**
- Attend all Board of Directors, Executive and/or General Meetings.
  - Be familiar with the Society Bylaws and Policy and Procedures.
- Position Duties:**
- Be the custodian of the Society's records.
  - Have charge of the Seal of the Society (in accordance with the Bylaws of the Society).
  - Take accurate minutes of Board of Directors, Executive and Annual General Meetings.
  - Prepare correspondence and documents as needed.
  - Assist with meeting preparation.
- Qualifications:** Must be a member of the society, in good standing. Must pass a Police Information Check.
- Skills:**
- ~ Ability to speak in front of groups
  - ~ Have strong writing skills
  - ~ Have strong organizational skills
  - ~ Be familiar with meeting protocol and rules of order