



CAMERA CLUB

SECRETARY

Reports To: Board of Directors

Job Overview:

The role of the Secretary is:

To create and maintain an accurate written record of items discussed, debated and voted upon during MCC Directors' monthly meetings as well as the Annual General Meeting.

To maintain the record of all Directors' reports tabled.

To ensure that these records, known as minutes, are accurate and unbiased and that they are entered into the official record in a timely and appropriate manner.

To maintain the records of past meetings.

Responsibilities and Duties

- Attend each monthly MCC Directors' meeting, as well as the Annual General Meeting.
- Maintain an accurate written record of all items discussed, debated and voted upon during the meeting.
- Maintain all Directors' reports presented or tabled at each meeting.
- Ensure that a draft version of the minutes is sent out to all Directors for feedback in a timely manner.
- Maintain the official record of the proceedings of each official Directors' meeting.
- Ensure that a copy of the official minutes and each Directors' report is forwarded to the club archivist in order to maintain the club's historical record.
- Assist in filling a suitable volunteer into a Board position being vacated.
- Be conversant with work being performed by all Directors and be able to weigh in with opinions, options, etc.
- Maintain and archive all official correspondence with organizations that influence the MCC, such as the City of Mississauga

SKILLS REQUIRED

- Excellent listener, especially to cross talk.
- Excellent writing, recording and archival skills.