



Secretary

Job Description

Position: Volunteer

Program Area: Boards and Committees

Time Commitment: 1 year term, 15 hours/month

Location: Victoria West Community Centre, 521 Craigflower rd

Background:

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

Authority/Responsibility:

- As a member of the board, the Secretary acts in a position of trust for the community and is responsible for the effective governance of the organization.
- As a director of the Board, the Secretary is a member of the Executive Committee

Term: Directors are elected by the membership at the Annual General Meeting (AGM) to serve a two-year term, and may be re-elected for additional terms.

Purpose of Position: Provide input and feedback on current community issues and ensure the financial health of the organization.

Requirements:

- Committee Members are members in good standing of the Victoria West Community Association.
- Commitment to the work of the Victoria West Community association
- Willingness to serve and actively participate on the committee of the board.
- Attendance at Executive meetings, Committee of the Whole meetings, Board meetings, and the Annual General Meeting of the association.
- A minimum time commitment of 15 hours per month (includes meeting preparation time and committee meeting time).
- Knowledgeable about the activities of the association and the willingness to support them publicly.
- Awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Background in Marketing, English, Public Relations, or Accounting, Finance, Book Keeping, Investing, or other relevant fields.

Position Responsibilities:

- All those duties assigned to the position of Director of the Association.
- Prepare and maintain minutes and records of all board and Executive meetings.



- Review, monitor, and verify accuracy of meeting minutes of meetings and circulate to Directors and members of the Association. In camera minutes are kept separately to be reviewed by Board members.
- Conduct correspondence of the Association when directed to do so by the President or President's designate.
- Issue notice of meetings of the Association and Directors, and other special community events.
- Keep all necessary records including an accurate record of all names and addresses of the members of the Association.
- Ensure the safekeeping of the records of the Association and make them available for the inspection of members at any reasonable time.
- Be familiar with and adhere to governance documents and policies and procedures of the association.
- Upon a change of officers, deliver minutes, records, and all documents to the incoming secretary.
- Prepare and file forms required to maintain the Association in good standing with the registrar of companies.
- Is a signing authority on behalf of the Board on financial matters.

Criminal Record Check Required: Yes

Staff Contact: Julie Bull – Volunteer Coordinator