



VOLUNTEER POSITION DESCRIPTION

Position Title	Board of Directors – SECRETARY
Purpose of Position	As a member of the Boys and Girls Club of Airdrie governing body, you are responsible for recording the business of the agency as well as ensuring all appropriate paperwork and documents are in order.
Duties & Responsibilities	<ul style="list-style-type: none"> • Ensure the safe-keeping of all records • Maintain records of the board and ensure effective management of organization's documents • Manage minutes of board meetings • Ensure minutes are distributed to members shortly after each meeting • Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings • Assume the responsibilities of the President in the absence of the President and Vice President • Provide notices of meetings when such notices are needed • May hold signing authority for all financial and/or legal transactions • Ensures development and board review of policies and procedures • Ensure proper working conditions and professional leadership are maintained • Ensure good community and public relations • Ensure that the public is kept informed about the operations of the organization • Interpret the community to the organization and the organization to the community • Volunteers for and willingly accepts assignments. Stays informed about committee matters, prepares well for meetings, and reviews and comments on minutes and reports • Is an active participant in the committee's annual evaluation and planning effort • Participates in fund raising for the organization
Length of Appointment	2 year term The Board of Directors meets once/month for approximately 2 hours. Additional time may be required for agenda setting, sub-committee work and community responsibilities
Skills & Qualifications	<ul style="list-style-type: none"> • Knowledge and support of the Boys & Girls Club beliefs, vision and mission • Previous Board experience highly desirable • Ability to work as a team member • High moral and ethical standards • Office skills necessary to fulfill the job duties • Knowledge of policy making and non profit businesses an asset
Orientation & Training	All volunteers will receive an orientation on the mission, vision and beliefs of the Boys and Girls Club of Airdrie as well as general program information. Additional board related training may be made available dependant on the needs of the Board.



Boys & Girls Club
of Airdrie

VOLUNTEER POSITION DESCRIPTION

Supervision Provided	General supervision and guidance will be provided by the Board President as well as the Boys and Girls Clubs of Alberta and Canada's Board of Directors.
Other Details	This position holds a spot in the Executive Committee list for the agency
Level of Screening	3
Agreement/Approval Date	

Please send resume attention Denisa Sanness to dsanness@bgcairdrie.com or fax 403-948-5132