



CHATV Secretary Job Description

The Secretary is a voting member of the CHATV Executive who attends all meetings of the Board of Directors and supports the administrative and record keeping affairs and operations of the CHATV.

The Secretary provides administrative and clerical support to the Board, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Board is well informed and that its activities are well documented for the use of Board members, and relevant government bodies. The Secretary is elected at the Annual General Meeting and holds a two-year term.

The Secretary's duties include but are not limited to:

- Attend all meetings and record all facts and minutes of all proceedings in the books for the Board of Directors meetings.
- Arrange Board of Directors meetings and make the appropriate reservations,
- Work closely with the President to put together meeting agendas.
- Distribute meeting notices, agendas and background meeting documents.
- Record and distribute minutes of all meetings, keep meeting minutes
- Report actions still required on decisions of previous meetings and follow up until actions have been completed or the results achieved.
- Complete the annual club renewal paperwork for OFATV and ensure insurance certificates are updated.
- Complete the annual corporate renewal as per the legislation.
- Apply for any space permits as required for meetings or club rides.
- Keep job descriptions up to date for all Executive and approved Director positions.
- Draft and present operational policies and procedures to the board
- Maintain the official board policy manual
- Provide initial orientation to new board members
- Preside at the AGM on Elections
- Prepare the AGM meeting package and prepare notice of AGM to be posted.
- Prepare annual report of accomplishments and news releases for approval of the board.
- Access the OFATV Membership system create email listings of members and manage correspondence through the club email account.
- Complete applications for grants as approved by the board of directors.

The Secretary may be a signing authority, along with at least two other Executive Directors.



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Requirements:

- Candidate must hold a valid OFATV permit for a minimum of six months and / or be an affiliate club member of CHATV.

Time Commitment:

- The Board of Directors must meet a minimum of 4 times per year. Meetings have typically been held monthly, and last approximately 2 hours.
- Additional time would be required to work on the administrative related tasks described above.

The ideal candidate for Secretary would:

- Have strong skills and experience with administrative tasks.
- Understand volunteer board governance and accountability.
- Have computer literacy skills to prepare reports, research information, and email.
- Have access to a computer / printer / internet.
- Be comfortable with Office and cloud-based technology.
- Possess strong organizational and record keeping skills.
- Possess personal qualities of integrity, credibility, and a passion for promoting the Mission of CHATV.