



ROLE DESCRIPTION: SECRETARY

Role Summary

The Board shall have full power and authority to manage and control the affairs of the Corporation and to formulate and implement its policies. In the Jamaica Association, the Secretary is tasked with roles as listed below.

Responsibilities and Duties

1. Takes minutes at meetings of Members and of the Board;
2. Oversees the keeping of records, policies, and membership;
3. Maintains or ensures the maintenance of the files and the records of the organization to be passed on to future officers and ensures the security and confidentiality of all such files and record;
4. Serves as a signing officer;
 - a. Representative for the corporation and can sign cheques as well as make enquiries into matters related to the company banking
5. Disseminates information about the Corporation and activities to members;
6. Fulfills any additional functions assigned by the Board;

Qualifications and Skills

- Excellent teamwork spirit;
- Positive and can do attitude;
- Goal and results oriented

Benefits

- A great work environment with potential to grow.

Terms

- 2 years

Salary

- None

Your cover letter should include the reasons why you feel that you are the best candidate for the role.