

# Sherwood Park Fish & Game Association

## Secretary

### Primary Role:

The primary function of the Secretary is serving as custodian of the books and records of the Association.

This person should be a motivated self-starter who is capable of new programs innovation and is eager to engage the membership in programs and events.

### Requirements:

- Be a member of the SPFGA in good standing.
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to): E-mail, Slack, MS Teams, Microsoft Office, Dropbox/OneDrive, Google Office products such as Docs, Sheets, etc.

### Permanently Assigned Responsibilities:

- Keep the books and records of the Association, with the exception of those which are the responsibility of another Officer.
- Make the arrangements for all General or Special Meetings of the Association.
- Keep accurate minutes of Association meetings.
- Submit annual statements to Service Alberta and other official agencies as may be required by law.
- Be the custodian of the Common Seal of the Association
- Serve on the Member Disciplinary Committee as circumstances require.
- Supporting other Board members with club-focused activities such as the Black Powder shoot, Family Fun Day, etc.

### Tasks:

This list is representative and not intended to be exclusive:

- Oversee the counts of votes on matters of Association meetings.
- Accept written resignations of members terminating their memberships.
- Call a Special General Meeting upon receiving a written request according to the bylaws.
- Receive member requests for the placing of an item for discussion on the agenda for meetings of the Board or the Association.
- Submit estimated financial requirements for the annual budget.
- Monitor and respond to inquiries on the [secretary@spfga.ca](mailto:secretary@spfga.ca) email account in a timely manner.

- Stay regularly informed on Association matters through participation in discussions by email or on the SPFGA Slack group.
- Doing the necessary pre-reading and pre-work required to come prepared to Board meetings.
- Provide relevant content to the SPFGA Communications Director for publication for publication in the newsletter, email updates, and social media.
- Volunteering at SPFGA events and activities.