

Sherwood Park Fish & Game Association

Secretary

Primary Role:

The Secretary is the custodian of Sherwood Park Fish and Game Association records and books.

Qualifications:

- Organizational acumen and strong communication skills, both written and verbal.
- Board experience, either for profit or not-for-profit.
- Experience in the area of governance, stewardship, and/or strategic planning.
- Experience in organizational effectiveness and design.
- Active volunteer experience.
- Public speaking skills and experience.
- Conflict resolution and change management experience.
- Knowledgeable in the use of modern, distributed collaboration tools such as Microsoft Office, MS Teams, OneDrive.

Responsibilities:

- Makes serious commitment to participate actively in committee work and is the Chair of at least one committee (Policy).
- Provides written reports to board meetings, as required.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Contributes to the effectiveness of the Board and its members.
- Performs other responsibilities as assigned by the Board.

General Accountabilities:

This position is responsible for review of the Association's records at all regular meetings of the Board of Directors. The member is also responsible for providing records to the membership as requested and required under the Association Bylaws.

Specific Accountabilities:

- Attend Board meetings.
- Give notice of meetings and distribute minutes and other documents as needed.
- Coordinate Board meeting agendas.
- Safeguard all the records of the organization.
- Record and retain the minutes of all Board and other general meetings of the Association and collect and retain the minutes of all committee meetings.
- Chair of the Policy Committee.
- Manage and file all documents and reports, including the Annual Return and informing the Chief Firearms Officer of Board changes.