

Sherwood Park Fish and Game Association

Secretary Job Description

Secretary

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

Requirements

This list is not inclusive:

- Meet the eligibility requirements set out in [Bylaw 4.1.3](#).
- 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,
 - Microsoft Office
 - Online collaboration and meetings using Microsoft Teams

Qualifications

The following list is not inclusive:

- Strong organizational and planning skills.
- The ability to innovate and adapt
- Strong communication skills, both written and verbal.
- Experience in the area of governance, stewardship, and/or strategic planning.
- Experience in organizational effectiveness and design.

Responsibilities

The following list is not inclusive:

- Contribute to the effectiveness of the Board and its members.
- Perform other responsibilities as assigned by the Board.
- Make a serious commitment to participate actively in Board and committee work.
- Stay regularly informed on Association matters by participation and discussions with Board members via virtual meetings, in person meetings, or online collaboration tools.
- Know and understand the Conservation Easement (CE) that exists between SPFGA and the Nature Conservancy of Canada (NCC).
- Prepare well for meetings, and review and comment on minutes and reports.
- Keep the Board informed of Association matters with reports at regular Board meetings.

Tasks and Duties

The following tasks and duties are assigned. These lists are not inclusive.

General

- Arranging all meetings of the Association.
- Custodian of the official seal of Sherwood Park Fish & Game Association.
- Responsible for the documents and records of the Association.
- Filing reports, forms, and documentation with the relevant authorities. For example:
 - Annual return
 - Change of Directors with Service Alberta or the Alberta Firearms Officer
- Monitor and respond to emails on the assigned email address.
- Review the contents of The Ketchamoot Discourse Facebook discussion group for discussions or questions relative to their area. Respond to members and answer questions.
- As required, provide relevant content to the Communications Director for Bullet Points, Safe and Sound, or the quarterly newsletter.

Financial

- Sign cheques and authorize EFT's as required.