

Position Description

Secretary

The Secretary is a Director and Officer of the BC Speed Skating Association.

Term

A director has a normal term of office of two years. The Secretary pursuant to Bylaw 9.1 must be elected in years that are not evenly divisible by two.

General Duties

1. The Secretary and keep minutes of meetings of the Association and the Board,
2. Attends all Board and Annual General Meetings.
3. Provides input to the annual review of Association staff.

General Duties of the Board

The general duties and responsibilities of all Directors shall be:

1. meeting and maintaining the qualification requirements of a director of a Society as dictated by the BC Societies Act;
2. complying with the BC Societies Act and its regulations, including maintaining an acceptable standard of care for the organization, acceptance of liability for decisions made and actions taken, and declaration of any true or perceived conflicts of interest between the Director and the Society;
3. complying with the Society's Constitution and By-Laws, policies and procedures, as properly adopted by the Directors and/or membership;
4. preparing for each Board of Directors meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings;
5. participating in the Board's governance role of oversight and accountability of the activities of the association actively participating in the Board's planning, monitoring and evaluation responsibilities;
6. submitting authorized expense claims plus required original receipts for approved expenses incurred on behalf of the Society in a timely manner.

Time Commitment - Moderate

The Secretary is a valuable member of the Association and can be expected to attend several meetings and be consulted on a regular basis in the operation of the Association. The Secretary is expected to attend all Board meetings. The Board meets approximately 11 times per year in addition to the Annual General Meeting.

Updated & Board Approved April 2025

