

# CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



**Position:** Secretary

**Purpose:** The Secretary is responsible for recording, maintaining and distributing records of CRYSA business.

## **Duties and Responsibilities**

- Conduct the correspondence of the society.
- Issue notices of meetings of the society and directors.
- Keep and distribute minutes of all meetings of the society and directors.
- Have custody of all records and documents of the society except those required to be kept by the treasurer.
- Have custody of the common seal of the society.
- Maintain the register of members.
- Ensure the Society is in good standing with Registrar of Companies.
- Liaise with City to ensure renewal of club house facility.
- Attend scheduled CRYSA Board of Director meetings.

## **Knowledge and Skills**

- Have a basic understanding of CRYSA's constitution and operations.
- Ability to capture key discussion points in clear, concise manner and "ask for clarity" in situations where discussion points are not clear.
- Skilled in the use of Microsoft Word and electronic mail.

## **Commitment**

Commitment 2-4 hours per month