

CORKERY COMMUNITY ASSOCIATION

Position—Secretary

Duties and Responsibilities

Under the general direction of the CCA Board of Directors, the Secretary is responsible for all administrative aspects of the Corkery Community Association. Duties associated with this position include, but are not limited to:

- acting as secretary to all CCA meetings by recording attendance and keeping minutes of all discussions and decisions;
- maintaining the CCA corporate minute books, documents, registers and any other administrative records of CCA;
- maintaining the legal status of CCA with the Province and the City of Ottawa;
- typing and distribution of minutes, agendas and any other documents to the Board of Directors, Province or City officials; and
- performing other related administrative duties as required by CCA, the Province or the City.

Knowledge and Abilities

Candidates for the position of Secretary should have the following basic knowledge and abilities:

- a basic knowledge of, or access to, word processing;
- the ability to prepare well-written minutes and reports and present such minutes and reports to the CCA executive and other audiences when required; and,
- the ability to deal effectively with municipal officials, elected officials, board members and the general public.

Commitment

This position requires, on average, a time commitment of two to three hours per month, not including time required for the typing of minutes and CCA related correspondence.

November 2004