



OAKVILLE GIRLS SOFTBALL ASSOCIATION

ROLES AND RESPONSIBILITIES

SECRETARY

Reports to: President

Position Overview:

Under the direction of the President, the Secretary is responsible for keeping accurate and sufficient documentation of the OGSA Board business and actions by recording detailed minutes of meetings, tracking agenda items and changes, maintaining the OGSA planning document and ensuring that all Board policies and communication documentation are up-to-date and secure.

Key Responsibilities:

- Record the minutes of all Board meetings as well as the minutes of any committees to which the Secretary is assigned, making sure that all formal actions are duly noted
- Maintain the association's policy manual and record of all policies approved by the Board
- Maintain and monitor the OGSA calendar of important dates
- Populate the agenda using the OGSA calendar and OGSA planning document milestones
- Publish minutes of all meetings in a timely fashion
- Where necessary, assist with filing grant applications and capital proposals
- Act as signing authority for OGSA expenditures

Qualifications & Skills:

- Detail-oriented and self-managed
- Able to denote key aspects of meetings and document important points by providing written insight for Board decisions and action items
- Cooperative, attentive listener
- Exemplary written communication skills for preparation and presentation of minutes, agendas and correspondence



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Intangibles:

- Exhibit integrity by ensuring that official forms and correspondence are kept secure
- Employ a cooperative approach to setting agendas with OGSA Board members
- Willingness to make sure that the business of the association meetings stays on track
- Demonstrate a capacity for identifying opportunities to refine policies & practices
- Ensure that official documents are filed correctly and on time

Time Requirement:

- This is a 12 month continuous volunteer position
- Peak in-season period is August/September
- Peak off-season period is October to April
- Min/Max peak hours 1/5 per week
- Will require occasional evenings
- Available to work from home
- Must be accessible through email, social media, phone
- Must attend all monthly Board and Executive Committee meetings

Training Availability:

- One month transition apprenticeship period with outgoing member
- Access to Softball Ontario Certified Softball Administrator workshops
- Marketing & Promoting Your Association
- Generating Revenue through Sponsorship, Fund-raising & Grants
- Risk/ Conflict Management
- Association Management: Learning About Your Community
- Website Management 101
- Special Event Management
- Financial Management
- Volunteer Management
- Social Media 101