



JOB DESCRIPTION

Position: Regional Secretary

Method of Selection: Elected at a general election of the membership at the Regional Annual General Meeting.

Term of Office: Two years

Job Description:

The Regional Secretary is responsible for keeping minutes at meetings, as assigned by the President.

Duties:

1. Attend Regional Executive and Management Committee Meetings
2. Attend the Regional Annual General Meeting (AGM)
3. Attend other meetings as requested by the Regional President.
4. Take minutes at Regional meetings and distribute accordingly.
5. Handle correspondence of Regional business as assigned by the Regional President.
6. Act as the executive liaison to committees as assigned by the Regional President.
7. Performs other responsibilities assigned by the Regional Executive.
8. Work closely with the President, Vice President and Treasurer to ensure the needs of the Region are being met.
9. Act as an ambassador for the Ontario Volleyball Association within the Region.