

# Norwood Community Centre

87 Walmer Street | Winnipeg, Manitoba, R2H 3H4  
204-986-7056



## Secretary

[www.norwoodcc.ca](http://www.norwoodcc.ca)

<b>Convener Title:</b>	Secretary	<b>Term of office:</b>	Annual
<b>Location:</b>	Norwood Community Centre	<b>Voting member:</b>	Yes
<b>Level/Salary Range:</b>	Volunteer Position	<b>Position Type:</b>	Volunteer Position
<b>Position Description:</b>			
<p><b>Overview</b> The purpose of the Norwood Community Centre is to provide a broad range of recreational, social and leisure activities for persons of all ages residing within the designated areas through the management and operation of the facilities and grounds. Any resident of the area may be nominated to hold the office of Secretary.</p> <p><b>Qualifications</b> Must be a member of our community and living within our district.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Abide by the constitution and by-laws (attached)</li> <li>• Attend all Executive and Board meetings</li> <li>• Assist the President in preparing an agenda for the meeting</li> <li>• Issue notice of all meetings to the members of the Board for at least 7 days prior to the date of the meeting (or as the dictated by the constitution and by-laws)</li> <li>• Record attendance of the Board meetings at each meeting</li> <li>• Record an accurate report on the proceedings of the meeting</li> <li>• Type and distribute the meeting minutes to the Board in a timely manner</li> <li>• Ensure a copy of the approved meeting minutes are kept in the Centre's Minute Records File</li> <li>• Type correspondence and perform other secretarial duties as required</li> <li>• Prepare and distribute an up to date Board Member list (including title, name, mailing address, phone number and email) to the Community Services Department</li> <li>• Ensure sufficient copies of the agenda, minutes, annual financial review and other committee reports are available at the centre's Annual General Meeting</li> <li>• Ensure that all Board Members receive a copy of the centre's Constitution and By-laws.</li> <li>• Chairs the Nominating Committee for the Annual General Meeting</li> <li>• Receives and reads all correspondence and brings it to the attention of the appropriate officer</li> <li>• In the absence of the President Or Vice President, chair board meetings</li> </ul>			
<b>Standard Forms</b>			
Constitution and by-laws			
<b>Reviewed By:</b>	Norwood Community Centre Board	<b>Date:</b>	October 19, 2107
<b>Approved By:</b>	Norwood Community Centre Board	<b>Date:</b>	October 19, 2107
<b>Last Updated By:</b>	Jill Sutherland	<b>Date/Time:</b>	October 19, 2107