



Secretary

Accountability

President
Board of Directors
General Membership

Term

Elected for 2-year term in even-numbered years (2020, 2022, 2024, etc.)

Mandate

- Record minutes of regular, special, and annual general meetings of the SCCL board.
- Ensure monthly minutes, reports, and other documents are properly recorded, filed, and available to SCCL membership for review.
- Protect the integrity of the SCCL by ensuring the following:
 - That it is operated on a consensus basis within a democratic format
 - That the Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics
 - That SCCL activities are guided by current policies and procedures

General Duties

- Record the minutes of monthly SCCL board meetings.
- Circulate previous meeting minutes to the board prior to approval at next meeting.

- Work to ensure all minutes, reports, and documents tabled at board meetings, special and annual general meetings are recorded, filed, and can be made available to SCCL membership for review and upon request
- Monitor and distribute emails received at info@strathconacommunity.ca (daily or bi-weekly).
- Mailchimp - add subscribers to newsletter mailing list as required.

Meetings

- Record minutes of the SCCL board meetings, special and annual general meetings.
- Circulate to the board, or membership, previous minutes that will be up for approval at the next meeting.
- Prepare for board meetings by reading over reports and other materials.

Board Development

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Representation on Committees

- May serve as chair or member of any other committees

Volunteer Recognition

- Recognize members' contributions to the SCCL.
- Submit list to Volunteer Appreciation organizer of any volunteers to be invited to events recognizing SCCL volunteers.

Relationship Building

- Encourage Executive Board and membership to participate in meetings and SCCL activities.

Requirements

- Ability to attend regular board and executive meetings (September-June)
- Must be able to pay attention to important details of discussions, and be an organized note taker.

- Time commitment is approximately 5-10 hours per month to attend and prepare for meetings, and ensure any previous documents, minutes, and reports can be accessed by requesting parties
- Previous board experience is an asset.