



# Futbol Club Regina

## Secretary

### Position Description

#### Time Commitment

Minimum of Twelve hours/month (meetings, preparation, consultation). Participation on FCR committees will require additional time.

#### Accountability

The Secretary serves, and is accountable to, the board of directors of the Association for his/her performance.

#### Authority

- The Secretary has no formal authority to direct the board or the affairs of the Association, unless otherwise authorized.
- The Secretary may not, on behalf of the Association, enter into contracts without the knowledge and approval of the board

#### Responsibility

The Secretary will work closely with the President of the Board in the planning of Board of Directors and Association meetings.

#### General Duties

- attend all meetings of the Association and all meeting of the Board and enter or cause to be entered in the records kept for that purpose, minutes of all proceedings at each such meeting;
- ensure all Members / Board members, as the case may be, receive a copy of such records / minutes prior to the next meeting;
- have signing authority on behalf of the Board;
- give or cause to be given all notices to Members, directors, officers, auditors and members of committees of the Board;
- supervise the specific requests of the Board;
- working with the President with respect to the development of meeting agendas;
- liaise between the Board, officers and staff;
- such other powers and duties as the directors may specify.

#### Qualifications

The Secretary must have:

- Knowledge of meeting procedures including rules of order
- Knowledge of the by-laws of the Association
- Sufficient time to devote to his/her primary duties