



## **Toronto Triathlon Club Board Description of Role of Secretary**

### **Purpose**

Document and record key Club information

### **Term**

One year; elected at the Annual General Meeting

### **Primary Duties**

- Takes, facilitates approval of, and distributes minutes of Board meetings
- Coordinates Board meetings and sends meeting invitations (location, dates, dial-in)
- Establishes the agenda for each Board meeting with the President and Board members
- Establishes Club written records management and archives
- Tracks Board attendance
- Annually updates the club nonprofit registration with the Ontario Government
- Coordinates preparation of the AGM report at the end of the season; records and distributes AGM minutes
- Ensures that conflict of interests are signed by all board members and hold for safe keeping and reference
- Collects any waivers from coaches for non-member participation and hold for safe keeping
- Identifies and executes on 1-3 strategic priorities that will help to transform the TTC as part of an annual mandate

### **Time Commitment**

5-10 hours per month throughout the year

### **Additional Expectations**

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate



- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month during race season

Updated September 2019