



Paris Soccer Club Secretary

Role

Support Paris Soccer Club Executive with planning and running club's meetings and business.

Help the association to

- Document, file and track all records and plan monthly meetings, prepare meeting packages and distribution of meeting minutes.

Time commitment

- One to two year term
- On average, 12-15 hours per month

Responsibilities

- Keep an accurate record of all proceedings conducted at all general, annual and executive meetings
- Attend regular PSC meetings and executive meetings
- Adhere to all PSC policies, procedures, standards and guidelines set out in the constitution
- Shall be willing to assume other duties as assigned by the Executive Committee.
- Responsible for correspondence to Membership
- Shall provide to the Membership electronic meeting minutes 2 weeks prior to the next meeting
- Shall confirm at least 1/3 of the active members are present at each meeting in order to conduct business.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with president and new executive members*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

