

Terms of Reference

Secretary, Canadian Military Wives Choirs Association

Overall Role:

1. Accurately documents discussions during committee meetings, prepares and distributes meeting minutes to board members for review and approval.
2. Maintains and distributes an action list to board members.
3. Works closely with President and completes administrative duties as delegated

Responsibilities:

1. Provide administrative support to the CMWCA
2. Maintain files and copies of the associations documents in a Google drive attached to the associations g-mail account.
3. Collect the minutes from the individual choirs and keep them in the G-drive
4. Issue and collect the annual census
5. Monitor the associations emails and forward emails that require a response to the correct member
6. Attends association board of directors' meetings.
7. Holds voting rights as a member of the association's board of directors
8. Reviews and approves minutes of previous meetings at each regular meeting
9. Reviews and approves monthly financial statements at each regular meeting
10. Obtains a Criminal Record Check within 6 months of taking up the position.

Skill/experience Needed:

1. Willingness to devote the necessary time and effort
2. Strategic vision of the CMWC Choirs as a whole
3. Good, independent judgment
4. Ability to think creatively
5. Willingness to speak their mind
6. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
7. Ability to work effectively as a member of a team
8. Exceptional communication skills
9. Knowledge of the meeting procedures, decision-making rules, governance policies and the bylaws of the Association
10. An adequate level of writing proficiency and access to a computer for word processing purposes
11. Familiarity with various word processing programs or the ability to learn and adapt