



# Bruce Trail CONSERVANCY

## Bruce Trail Club Volunteer Position Description

### **Secretary**

The Secretary is responsible for the recording of the proceedings of all Club and Board meetings and maintaining Club correspondence.

### **Essential Elements:**

- Read the Volunteer Orientation Booklet including the Volunteer Pledge and sign the BTC Confidentiality Agreement
- Record, transcribe and print the minutes of all Club and Board meetings and deliver copies to all Directors prior to the next meeting
- Responsible for the writing of correspondence pertaining to End to End hikes within the Club and to send out badges accordingly
- Responsible for the writing of correspondence when required by the Board
- Arrange locations and ensure proper bookings of facilities for Club meetings and events
- Maintain and distribute the Board members address list and send a copy to the BTC Head Office

### **It is helpful to have:**

- Organizational skills
- Typing/computer skills
- Good language skills