

JOB DESCRIPTION

Board Secretary



Job Title:	Board Secretary	Job Category:	UWSA
Department/Group:	University of Windsor Student's Alliance	Reports to:	VP Finance
Location:	Venue as scheduled		
Level/Salary Range:		Position Type:	Part time
HR Contact:	General Manager	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No
Applications Accepted By:			
UWSA office – CAW Student Centre Rm.209 (ph.) 519- 971-3600 E-mail: uwsa@uwindsor.ca By Fax: 519-971-3654 www.uwsa.ca/about/uwsa-opportunities/			
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<p>ROLE</p> <p>The Secretary is selected by UWSA in accordance with their bylaws, which govern the appointment of coordinators.</p> <p>The Board Secretary ensures that accurate records are kept of all board meetings. All Board meeting minutes are available at the UWSA office.</p> <p>SPECIFIC ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • Shall be responsible for the taking of minutes of the general board meeting, finance meeting or any special or Annual General meetings if requested, in accordance with the binding rules and procedures; preparing the final copy for distribution to the UWSA; • Preparing the materials and other documents for Board meetings • Shall attend all general board meetings including the Annual and Special General Meeting and any emergency board meetings; • Shall serve on any such bodies as required by virtue of the position • Shall be responsible for the current upkeep of the bylaws and ensuring that the bylaws are put into the official records of the corporation; • Maintain a complete set of minutes, motions and reports to be handed in including all in-camera minutes. • All secretary completed meeting minutes will be sent to the UWSA within one week of the meeting. • All board approved minutes will be sent within 48 hours of the meeting they are approved at. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be extremely detailed • Understanding of Robert's Rules of Order and meeting procedure will be an asset. • Must be a detailed and swift typist • Must be able to work within a demanding timeline under set deadlines. • Must be able to attend a minimum of two board meetings per month on Thursday Evenings or whatever date is deemed by the board. • Preference will be given to full-time undergraduate students 			