



Manotick Village Community Association (MVCA)

Position: Secretary

Reports to: President & Board of MVCA

Job Overview: To manage and record all meetings of the Board and track action items arising from meeting.

Term: Two years

Qualifications: Resident of Manotick, Member in good standing of the Manotick Village & Community Association, each Director shall be 18 or more years of age

Appointment: Election by the membership at the AGM

Responsibilities and Duties:

- Attends monthly MVCA board meetings, AGM and any other functions as required
- Initiates draft agenda, and sends notice to all Board and members as required
- Records minutes, motions and votes at Board, Special General and Annual Meetings
- Distributes draft minutes and revised minutes to the Board for approval
- Keeps records of all meetings, minutes, motions & votes, posting on the website once approved