

# Grand Valley Trails Association Volunteer Job Description



**Position Title:** Secretary

**Position Description:** As Secretary and a member of the Board of Directors and of the Executive Committee, you play a key role in the administration of the Grand Valley Trails Association. Working with the President, you will prepare Agendas for meetings, participate in meetings, take detailed minutes, update Standing Rules, and maintain the administrative records for the Association. You must have ready access to a computer and printer, Internet, and e-mail. You should have very good listening, note-taking, and computer skills. Attention to detail, basic knowledge of parliamentary procedure, and excellent organization and planning skills are also necessary.

**Position Requirements:**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Confidentiality     | <input type="checkbox"/> Physical Demand      | <input checked="" type="checkbox"/> Work Without Supervision |
| <input checked="" type="checkbox"/> English Proficiency | <input type="checkbox"/> Specialized Training |  |

**Training Details:**

**Areas of Interest:**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Boards & Committees     | <input type="checkbox"/> Culture/Heritage | <input checked="" type="checkbox"/> Management        |
| <input type="checkbox"/> Children/Youth                     | <input type="checkbox"/> Event Planning   | <input checked="" type="checkbox"/> Office Work       |
| <input type="checkbox"/> Communication/<br>Public Relations | <input type="checkbox"/> Gardening        | <input checked="" type="checkbox"/> Recreation/Sports |
| <input type="checkbox"/> Computers                          | <input type="checkbox"/> /Environment     | <input type="checkbox"/> Special Events               |
|   | <input type="checkbox"/> Maintenance      | <input type="checkbox"/> Teaching/Tutoring            |

**Time Detail:** 10-12 Board meetings per year, Annual General Meeting in April, Executive meetings as required. Approximately 10 hours a month including attending meetings.

**Minimum Duration:**

- |   |                                     |                                      |  |
|---|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> 3 months or less | <input type="checkbox"/> 4-6 months | <input type="checkbox"/> 7-12 months | <input checked="" type="checkbox"/> More than 1 year |
| <input type="checkbox"/> Special Event    | → Start Date:                       | End Date:                            | <input type="checkbox"/>                             |

**Ideal For:**

- |   |  |   |                                   |
|---|--|---|-----------------------------------|
| <input checked="" type="checkbox"/> An individual | <input type="checkbox"/> A group (3-5) | <input type="checkbox"/> A group (over 5) | <input type="checkbox"/> A family |
|---|--|---|-----------------------------------|

**Geographical Area:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Kitchener | <input checked="" type="checkbox"/> Wellesley Township | <input checked="" type="checkbox"/> Woolwich Township |
| <input checked="" type="checkbox"/> Waterloo  | <input checked="" type="checkbox"/> Wilmot Township    |   |

Other:

**Transportation:**

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Car required | <input type="checkbox"/> Not on a bus route | <input checked="" type="checkbox"/> On a bus route |
|---------------------------------------|---|--|