

Job Description - Secretary

- Elected by the membership as a voting board member
- Attends monthly board meetings as a voting member, contributes to discussions and decision making, makes and votes on motions
- Required to apply for a Vulnerable Sector Check (Police Check)
- Attends the Spring and Fall Annual General Meetings, presents information as per role
- Orientation and handover at the June board meeting
- On all matters of business, confidentiality is essential
- Along with all the members of the co-operative, is responsible for the health and safety of LCNS children

Summary of Role:

- Attends monthly board meetings as a voting member and takes notes during the meetings
- Attends the Spring and Fall Annual General Meetings, presenting a summary of meeting minutes from the last AGM to be voted on by membership
- Creates the LCNS newsletter at the end of each month (excluding June and July) and emails it to membership
- Prepares end-of-year certificates

If you are interested in learning more about this role, please contact our Registrar registrar@lakeshorenuresery.com for more details.