

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.
- Required to do ONE cleaning night.
- 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 July and August) and emails it to membership.
- Prepares end-of-year certificates.

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