



Oshawa Art Association Inc. Secretary ~ Job Description

Summary: To record meeting minutes and control correspondence for the OAA.

The secretary shall be an Officer appointed by the Board.

This is a voluntary, non-paying position.

Definitions:

Board: means the Board of Directors of the Association.

Officer: means an appointed member of the Board.

Duties & Responsibilities:

- Attend all meetings of the Board;
- Record minutes at the executive, special and general meetings;
- Transcribe Minutes and Motions from notes into electronic means (MS Word);
- File paper copies of the minutes and motions and any pertinent correspondence in marked binders;
- Back up minutes, motions and correspondence on USB stick and pass on same to archivist;
- Pick up and distribute mail from post office box (Rexall Drugs, 438 King St. West, Oshawa, Box # 30367);
- Type and mail any letters required from the OAA;
- Send 'Get Well' and "Sympathy" cards to members as required;
- Reserve the Boardroom and obtain contract for the Northview Community Centre in September for the next year's Executive Meetings which are held on the 1st Tuesday of each month except July;
- Reserve room and obtain contract for the Arts Resource Centre in September for the next year's General Meetings which are held on the 2nd Wednesday of every month except July;
- When instructed, send notices to members, directors, the public accountant and members of committees;
- Act as custodian of all books, papers, records, documents and other instruments belonging to the Association (e.g., the Incorporation Stamp);
- When instructed, transcribe policies and procedures into electronic means (MS Word or MS Excel).

Authorities:

- Access post office box and maintain key;
- Open and process all OAA mail;
- Purchase office supplies as necessary to perform duties (e.g., cards, envelopes, letterhead and stamps).



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All purchases regarding membership will be reimbursed (save receipts for submission). Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Association and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Association shall comply with the Act, the Regulations, Articles, By-laws and policies of the Association.

General Qualifications & Skills:

- Basic knowledge of Microsoft Word (for processing minutes and correspondence);
- Basic knowledge of Microsoft Outlook (for e-mail);
- Written and verbal communication proficiency in English.

Revision History

Revision Date	Changes Made	Reason for Change	Approved by
22-Sept-10	Created Job Description	To establish roles of the OAA Executive	Ron Blackwell
04-Jan-18	Revised to include responsibility and authority (incomplete)	To comply with new By-Laws	Ron Blackwell
19-Jan -21	Updated and finalized job description	To finalize job description	Karen Coyle