

SECRETARY

Reports to: President, Vice-President, Club Members

The Toronto Nomads Rugby Club Secretary, as an administrator of the club, acts in a position of trust for the community and is responsible for the effective governance of the organization. He/she is at the forefront of the work of the organization. The Club Secretary is an effective communicator that provides an essential information link within the club's Executive Committees as well as some external communications. Prior experience as a senior administrator would be an asset.

Requirements of the Role

- Attend all general meetings and the AGM
- Act as a key point of contact for external agencies and individuals
- Writes agendas and minutes at all club meetings (minutes to be distributed to Executive Committee members no later than one week after a meeting)
- Participates in club fundraising and sponsorship initiatives
- Engage in active mentoring to develop a future replacement for the role

Benefits of the Role

- Opportunity to work with a diverse range of volunteers
- Opportunity to develop communication and organizational skills
- Opportunity to help set the future direction of your club