

SECRETARY

(1 full year executive position - July to June)

- Access to a computer is necessary. A laptop computer would be an asset.
- Take minutes of Executive, General and Special Meetings. Ensure President has reviewed a copy of the minutes before sending to the other executive members, within two weeks. Keep an official file of minutes and update duplicate file kept in the classroom file cabinet.

General Executive responsibilities including:

- Create or update a manual of essential duties and deadlines for this position. Keep one copy for reference and file one copy in job descriptions file.
- Attend all executive and general meetings.
- Aide in the set-up of the playschool prior to the commencement of the school year and the packing up of the classroom at the end of the school year. If you are unable to assist, you are to arrange for alternative help to take your place.

Position reviewed January 30th, 2007

Position amended January 21, 2011