

SECRETARY

Key Responsibilities:

- Serve as the official clerk of the board, overseeing all records, contracts, correspondence, and official documents of PA.
- Disseminate formal notices and information pertinent to Board and Membership meetings.
- Maintain comprehensive records of board and membership attendance, as well as diligently record meeting minutes.
- Distribute meeting minutes to board members promptly within one week following meetings.
- Prepare and submit the Annual Society Return as required.
- Manage lists detailing officers, board members, managers, coordinators, and committee members.
- Under the guidance of the president, draft formal correspondence on behalf of the board.
- Serve as one of the authorized signing officers for the board in matters concerning cheques and other pertinent documents.
- Facilitate the orientation process for the incoming secretary.

Desired Criteria:

- Proficiency in drafting correspondence, recording meeting minutes, and compiling reports using Word, Excel, or Google Docs.
- Strong communication skills, both verbal and written.

Preferred Qualifications:

- Prior experience serving on a board.
- Background in not-for-profit organizations.
- Ability to articulate ideas, opinions, rationales, concisely, and logically.
- Competency in utilizing Zoom, Gmail, and Google Drive.
- Exceptional organizational skills.
- Proficient in collaborating within a team environment and independently.



Pickleball Alberta is dedicated to promoting and advancing the sport of pickleball across the province. We are seeking a passionate and experienced individual to join our Board of Directors as:

!



Secretary



2 year commitment



Help Grow Pickleball



Create an impact.



Make a difference!



If you are prepared to make a meaningful impact on pickleball in Alberta and are interested in joining our team, kindly submit a brief biography below.



Volunteer!

☎ 780-241-0640

✉ della.curry@pickleballalberta.org

🌐 www.pickleballalberta.org