



The Navy League of Canada – Stony Plain Branch

PO Box 2276 Stn. Main, Stony Plain, AB T7Z 1X7



JOB TITLE: Secretary

SUPERVISORS: President, Vice President (1st & 2nd)

TASK EXPECTATIONS:

- Taking meeting minutes and ensure minutes are distributed to members in a timely manner after each meeting
- posting updates and fundraisers to social media
- helping the other branch members on cadet night with sorting and processing funds,
- checking email and answering parents' questions,
- offering time at events (i.e. mess dinner, registration)
- issuing membership cards and receipts.
- Familiarity with legal documents (articles, by-laws etc.) to note applicability during meetings and organize yearly meetings

SKILL EXPECTATIONS:

- Effective communication skills
- Approachable and friendly
- Effective time management skills
- Effective organizational skills
- Familiar with computer and software packages such as MS Office and/or Google GSuite

TIME COMMITMENT EXPECTATIONS:

- Regular attendance at cadet functions (approx. 4 hrs. per week)
- Ability to process and enter information away from Cadet functions (approx. 4 hrs. per week)
- Available to all members of the board, CO's and parents for information requests and outside meetings (approx. 2 hrs. per week)
- Able to return emails/telephone calls during business hours within reasonable time frame (24-48 hrs.).

MINIMAL QUALIFICATION:

- Pass a basic RCMP Screening (CPIC)
- Commit for Kids Certificate
- Experience with Computers & basic software skills (i.e. Email, Word etc.)

Supporting
Royal Canadian Sea Cadet Corps #299
Navy League Cadet Corps #203 Erwin J Stolk