

Calgary Marathi Association

Job Description - Secretary



Job title: Secretary

Work Location: Calgary

Reports to: President

Full-time

Part-time

Paid

Volunteering / Not Paid

Job Description:

The secretary's role is to be a liaison between the committee and its members. Is responsible for documentation and communication of all activities and meetings carried out by the committee. The secretary is the primary administrative personnel for the committee, members and any outside agencies.

Essential Duties and Responsibilities:

- The Secretary shall maintain all the correspondence of the Calgary Marathi Association in good order and conduct the business of the CMA for the calendar year.
- Promptly reply to emails and other inquiries brought forward by members, non- members and outside agencies.
- Help coordinate and arrange for decorations, presents, food and any other supplies needed for upcoming events
- The Secretary shall notify the members about the time and place of meetings and provide them with the agenda and minutes of the meeting.
- In the absence of the President, the Secretary shall assume all the responsibilities of the President
- The outgoing secretary of the Executive Committee shall provide minutes of the Annual General Body meeting to the EC and BOT within 60 days from the date the Annual General Body Meeting alongwith the attendance records for the AGM.
- Ensure that the newsletter is updated regularly and publicised and circulated by December 31st to all members as well as uploaded on the CMA website.

Qualifications:

- Good written and spoken communication Bilingual skills in English and Marathi
- Be committed to the welfare of CMA community
- Good listening skills
- Be able to initiate positive changes in the community