



जोडी मराठी मनं

CALGARY MARATHI ASSOCIATION

info@cmacalgary.ca • www.cmacalgary.ca

## Job Description – Secretary (SC)

<b>Job Title</b>	Secretary (SC)
<b>Work Location</b>	Calgary
<b>Reports to</b>	President (PR)
<input type="checkbox"/> Full-time	<input type="checkbox"/> Paid
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Volunteering/Not Paid

### Job description summary

Elected by the voting members per the election process, the SC will support the PR and be the liaison between the EC core team (PR, VP, TR) and the EC-SC teams (WSL, CL, PYL, SSL, AL, DTL, NCL, SL) and coordinate with DMS, DSE, IA and DBMMC in execution of CMA initiatives in all of the operational activities, internally and externally while managing the communication, administration and record keeping during the current year keeping the success and welfare of CMA as their top priority without any personal gains and / or to further their business interests, if any.

### Essential duties and responsibilities

- Refer to CMA Bylaws and Amendments as registered with Alberta Registry.

Following details enhance / provide additional information about the role:

- Seek guidance and oversight from the President to ensure that the operational plans and execution during the current year meet CMA's goals and objectives of welfare of CMA community and integration with Calgary community.
- Maintain all correspondence of CMA in good order especially with the Board / EC / EC-SC minutes of meetings prior to and post major events, SRM, AGM and distribute appropriately.
- Promptly reply to communication via emails / social media queries brought forward by CMA community members, non-members and outside agencies. Ensure that action is taken within a reasonable amount of time upon follow up / discussion with the EC prior in response to queries and take appropriate action to close items after deliberation and decision.
- Coordinate with CL and make necessary arrangements for theme based decoration and ambience, gifts for token of appreciation to performers / others and presents to guests for various CMA events during the current year as applicable.
- Notify the attendees be it the Board, EC, EC-SC, CMA members and / or the external agencies as may be applicable about the agenda, date & time and place of meetings as applicable.
- In absence of the PR & the VP for a short period, the SC will act on behalf of the PR by assuming all the responsibilities until one of them returns.

- Confirm that voting entitlement to CMA members at CMA meetings is as prescribed in the CMA bylaws (Clause 2.2).
- Prepare documentation including community feedback, minutes of meetings, outstanding action items etc. for handover at the end of the current operational year to the incoming core EC members of the following year.
- Assist the PR / EC in coordinating and arranging food / accommodation / transportation etc. for visiting artists / performers by hosting them in willful CMA members' households per mutual consent in order to reduce costs while maintaining a decent standard and comfort of the guests.
- For any communication from / to the EC, facilitate the use of the email - [info@cmacalgary.ca](mailto:info@cmacalgary.ca); PR to control other CMA email accounts and optimize once the need is fulfilled.
- In case there is any misalignment, disagreement, conflict between the SC, PR and / or the EC / EC-SC or others, the Board will step in to find amicable resolution.

## Tenure

The EC core constitutes of four officer positions – President, Vice-President, Secretary and Treasurer. Three of the four constitute the quorum and any two positions can be held by one person (should the fourth position not be filled / be unavailable). The sub-committees (EC-SC) for specific roles are appointed to support the EC during their current operational year.

At present the Bylaws permit the officers of the Association (EC) to hold office for one year from the date of appointment or election or until their successors are elected or appointed in their stead.

## Qualification

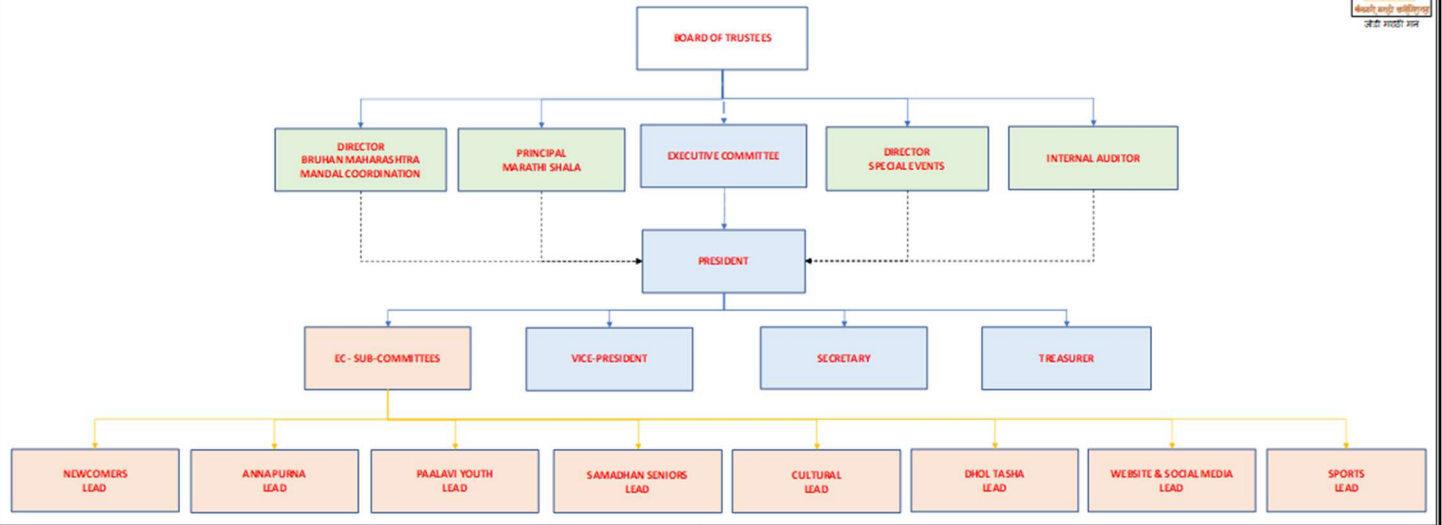
- Secretarial skills such as record keeping including minutes of meeting, sending out meeting invites / notices, formulating emails for communication, keeping a tab on the incoming / outgoing / read and unread emails, responding promptly.
- Excellent organization, people and time management skills with planning experience will be an asset.
- Be of Bharatiya Hindu heritage and fluent in Marathi and Hindi.
- Be committed to the welfare of CMA community and be resourceful in bringing in sponsorships, funding, donations for betterment of CMA and implementation of its initiatives.
- Be a role model and be able to initiate positive changes in the community.
- Excellent written as well as oral communication skills.
- Good listening and problem-solving skills.

## General Acronyms & Definitions

- Current year – One year of active operation that commences at the closure of the tenure of the previous year
- Following year – Year of operation that succeeds the current active year of operation
- Previous year – Year of operation that precedes the current active year of operation

- CMA – Calgary Marathi Association.
- BMM – Bruhan Maharashtra Mandal
- Marathi Shala – CMA initiative of school for learning Marathi as foreign language
- Paalavi – CMA initiative for youth group
- Samadhan – CMA initiative for Seniors group
- AGM – Annual General Meeting
- SGM – Special General Meeting
  
- Board – Board of Trustees
- Board Chair – Chairperson, Board of Trustees
  
- EC – Executive Committee
- PR – President
- VP – Vice President
- SC – Secretary
- TR – Treasurer
  
- PMS – Principal - Marathi Shala
- DSE – Director - Special Events.
- IA – Internal Auditor
- DBMMC – Director, Bruhan Maharashtra Mandal Coordination.
  
- EC-SC – Executive Committee – Sub-Committee
- AL – Annapurna Lead
- LC – Cultural Lead
- DTL – Dhol Tasha Lead
- NCL – Newcomers Lead
- PYL – Paalavi Youth Lead
- SL – Sports Lead
- SSL – Samadhan Seniors Lead
- WSL – Website and Social Media Lead
  
- AGLC – Alberta Gaming & Liquor Commission

# CALGARY MARATHI ASSOCIATION



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