



SECRETARY - BOARD MEMBER POSITION DESCRIPTION

Ski Jumping Canada

Link to Mission: Ski Jumping Canada's mission is:

- *Foster a high-performance environment that supports athletes in reaching the podium at national and international competitions*
- *Ensure Canadians have access to quality ski jumping programs that encourage long-term development, sport for life, and participation*
- *Cultivate a culture of mentorship where top athletes and coaches motivate engage and support the next generation of jumpers*
- *Advocate for ski jumping in Canada, enhancing grassroots involvement, community support and fan engagement*
- *Contribute to the global ski jumping community by ensuring safe, fair practices and training capable coaches, officials and volunteers.*

And with a vision of being “*Fostering a vibrant culture of ski jumping in Canada, promoting inclusivity and excellence that inspires all Canadians to partake in the joy of the sport and strengthens our national sporting identity*”. The Secretary ensures that official records of the organization are kept and that minutes of the Board are also kept and adequately reflects decisions made by the Board are available to the Board and membership as per the bylaws.

Authority and Responsibility: Responsible to the Board of Directors through the Chair .

Requirements:

- Commitment to the work of Ski Jumping Canada
- Knowledge and skills in finance as it relates to good governance and the fiduciary responsibilities of the board.
- Speak positively of the Ski Jumping Canada and assist in developing and maintain positive relations among the board, committees and the equine community to enhance the Ski Jumping Canada's mission
- Is an active relationship builder and represents Ski Jumping Canada at external events
- Promotes the Ski Jumping Canada in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Ski Jumping Canada

Skills and Attributes:

- Strong organizational skills
- Ability to synthesize information and determine focus
- Dedicated and committed to the mission of Ski Jumping Canada
- Knowledgeable about Ski Jumping Canada and the Canadian sport system

- Knowledge and understanding of Good Governance
- Long term Commitment to Ski Jumping Canada

Term: Secretary is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. Secretary shall serve in the role for a period of one (1) year, which can be renewed.

General Duties: The Secretary shall ensure all official records of Ski Jumping Canada are kept.

- Maintains adequate records of the Ski Jumping Canada including copies of the organization's bylaws and approved Board policies, as well as lists of officers, Board members and committee members.
- Ensures:
 - Record of Board attendance at all Board Meetings and Meetings of the Members
 - Records minutes of each Board meeting, ensuring that decisions have been properly recorded
 - Ensures copies of the minutes of the Board are kept and distributed promptly after meetings.
- Ensures that minutes of all meetings of the members, including Annual General Meeting and Member Meetings are kept that document attendance, decisions and outcome of any voting; and are made available to the membership upon approval.

Evaluation: Self and by the board, annually based on the performance of assigned Board requirements and duties.

Review Date and Approval Date: The Governance committee reviews the Board Member Position Description on a regular basis. Recommended changes are presented to the Board.