



Toronto Triathlon Club Board Description of Role of Secretary

Term: One year

The role is elected at the Annual General Meeting

Primary Duties

- Takes, has approved and distributes minutes of the Board
- Coordinates Board meetings (location, dates)
- Establishes the agenda with the President
- Establishes Club written records management and archives
- Tracks Board attendance
- Annually updates the club nonprofit registration with Ontario Government.
- Coordinate preparation of the AGM report at the end of the season, record and distribute AGM minutes.
- Ensure that conflict of interests are signed by all board members and hold for safe keeping and reference
- Collect any waivers from coaches for non-member participation and hold for safe keeping
- Identify and execute on 1-3 strategic priority projects that will help to transform the TTC as part of an annual mandate.

Time Commitment

Throughout the year, the time commitment is estimated to be 5-10 hours per month

Additional Expectations

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month throughout the year