

ATHABASCA DANCE SOCIETY
JOB DESCRIPTION

SECRETARY

1. Serves as a member of the Athabasca Dance Society (ADS) executive
2. Conducts and maintains the general Dance Society paperwork and correspondence
3. By email, notifies executive members of meetings, supplies agenda's and minute's with attachments.
4. Ensures there is a quorum attendance at executive meetings, which is 2/3 of Executive members.
5. Records all motions and minutes from the executive meetings. Places copies of minutes/ agendas into the Secretary binder and to the secretary computer memory stick for future reference.
6. Distributes copies of minutes and/or attachments by email, to Executives Members within 2 weeks of the meeting.
7. Shall construct new versions and maintain the Athabasca Dance Society Policies, Job Descriptions, Athabasca Dance Society Handbook and the Athabasca Dance Society Teacher Orientation Handbook, when required.
8. Shall maintain and update the Athabasca Dance Society wage scale, at the start of each dance year and provide this by email to the members, with the direction from the President.
9. Keeps record of current Executive members and their email addresses and a current list of executive members who have Door and Mailbox Keys. (Outside door, studio door, costume room door, mailbox keys)
10. Acts as one of the three signing officers for cheques and other documents. Also signing for contracts and grant applications, along with the President and Treasurer.

11. Shall maintain any updates or additions to the Athabasca Dance Society Website www.athabascadance.com
12. Shall provide a templated Dance Society newsletter with current seasonal dance updates, 3-4X a year, if required. Works with the President for this task.
13. Shall supply copies of the AGM Agenda, past year AGM Minutes, and executive Job Descriptions for the yearly Annual General Meeting.
14. Maintains and keeps organized, the Athabasca Dance Society filing cabinet at the dance studio.
15. Maintains all society archival material and delivers past years information to the Athabasca Archives for safekeeping. Shall no more than 10 years of society paperwork be held on hand in the studio Filing Cabinet. Prior to 10 years, the paperwork must be taken to the Athabasca Archives for their processing for our safekeeping.
16. Shall contact, book and provide entrance into the dance studio for the yearly Piano Tuning technician, when required. Payment must be provided to the technician by retrieving a signed cheque from the Treasurer to cover the fee's charged.
17. When required, shall contact and book arrangements for the cleaning/polishing of the Tap Floor/& or Ballet Floor by a local Athabasca contractor. The society will normally cover the cost of the floor materials to the contractor and has been suggested that the Tap floor be cleaned 2X a year, either in August, December or March.