THE OTTAWA GUILD OF POTTERS

	SECRETARY -Volunteer Job Description, **Ottawa Guild of Potters – Executive Position** (Prepared by Sue-ann Blakely, 2010)
Organization	**The Ottawa Guild of Potters (OGP)** is a non-profit organization to further the knowledge of ceramics and support the work of area potters. Monthly meetings are conducted and workshops and seminars are held. Two sales are held each year. One in the spring, along with a juried exhibition, and one in the fall. Local charities are supported, and there is a bursary program for area high school students. The newsletter is distributed monthly to the members. This position description is for a volunteer role that a Guild member takes on.
Position	**Secretary**
Function	**Internal/Operational** The Secretary functions as a member of the Guild Executive Committee throughout the year. She/he provides the administrative support for the guild at both the executive meeting and the general membership meeting.
Requirements	The Secretary is expected to attend all Executive Committee meetings (usually 8-10 per year) and participate in group email discussions between meetings and special executive meetings. This position requires someone who can take type and distribute minutes of meetings. All motions shall be captured in the minutes. The secretary shall be knowledgeable and experienced with WORD, knowledge of administrative and clerical procedures and proficient in spelling, punctuation, grammar and other English language skills.
Duties	The secretary is accountable for • Completing, recording and distributing all minutes for the executive meetings and the general membership meetings. • Tracking all issues in coordination with the president that need further resolution. • Maintaining and filing the minutes in guild meeting notes binders. • Handling incoming mail and other material from guild post box. NOTE: this task may be completed by a designated alternate (e.g. if the secretary's home is not within close proximity of the guild mailbox) • Completing the annual report in coordination with the Treasurer for Income Tax purposes.
Accountability	This position is directly accountable to the President of the Guild and to the membership.
Term	Up to a maximum of three years at one time. The Secretary is expected to recruit and train a replacement at least 1 year before retiring from this position.
Evaluation	President, general membership
Benefits	Great opportunity to gain experience as a secretary of a small enterprise
Approval and Review Dates	This job description was approved by the Executive <date> It is scheduled to be reviewed in <date>