



GIRL GUIDES OF CANADA- BC Membership Committee

COMMITTEE SECRETARY Position Description

PURPOSE

The purpose of the BC Membership Committee Secretary is to assist with the administrative tasks of, and record the business of the committee.

QUALIFICATION

The Secretary will be fully conversant with the Vision and Mission of the Girl Guides of Canada – Guides du Canada.

MEMBERSHIP

The Secretary will be nominated by a member of Girl Guides of Canada – Guides du Canada or recommended by the Membership Adviser. She is appointed by the BC Membership Adviser.

TERM OF OFFICE

There is no set term for this position; a review will be performed every three years

RESPONSIBILITIES

1. Attend meetings of the Membership committee, approximately 4 times per year and take minutes
2. Type up minutes, distribute to committee members within two weeks of the meeting.
3. Assist in the planning of Membership meetings, including booking the facility
4. Email copies of the minutes report to the appropriate BC Council contact
5. Request Membership subcommittee reports, as requested by BC Membership adviser and collate all reports into one document
6. Maintain a record of all minutes for archives
7. Notify Committee members about meetings, requesting agenda items.
8. Assist Membership Adviser with agenda
9. Set up and keep current committee calendar