

DISTRICT SECRETARY

Position Summary

The District Secretary provides support to the district council by keeping accurate meetings minutes and being prompt in sending meeting minutes and agendas. The Secretary is an administrative, non-voting position.

Role + Responsibilities

- Take accurate meeting minutes at district council meetings
- Provide completed meeting minutes to District Co-Commissioners and circulate to Guiders within 48 hours of district council meetings
- Prepare meeting agendas for district council meetings in partnership with District Co-Commissioners
- Send out agenda one-week prior to scheduled district council meetings

Candidate Requirements

- Current adult member of Girl Guides of Canada
- Detail orientated
- 5 hours per month
- Three-year term

