



JOB PROFILE

Masters Swimming Manitoba: SECRETARY
2018

Masters Swimming Manitoba drives, promotes and advocates on behalf of the Masters Swimming Manitoba Community.

The Secretary of Masters Swimming Manitoba provides administration support to the President and Board.

As a key member of the Board, the Secretary ensures the agenda for all Board meetings is developed and communicated in advance of the meetings ensuring the board is prepared for meetings. The Secretary is also responsible for taking all minutes of the Board meetings and distribution of such in a timely manner.

The Secretary in coordination with the Board:

- Promotes Masters Swimming in Manitoba
- Endorses training and adherence to standards within the Masters Swimming Manitoba Community
- Satisfies entities are operating within all responsibilities required by legislation and bylaws
- Acts as a liaison between Provincial and Federal swim entities
- Ensures MSM maintains sufficient financial resources to maintain sustainability
- Presents a financial statement annually to the membership

Other duties for the Secretary includes, but is not limited to, support to the President as needed with the scheduling of board meetings and the coordination and facilitation of the yearly AGM.

Key Result Areas:

Item No.	Area
1	Communication
2	Risk Mediation
3	Leadership

