



**judo
alberta**
THE ALBERTA KODOKAN BLACK BELT ASSOCIATION

Judo Alberta – The Alberta Kodokan Black Belt Association
11759 Groat Road NW
Edmonton, Alberta, Canada T5M 3K6
Office: (780) 427-8379
Toll-Free: (1-866) 919-5836
Fax: (780) 447-1915
Email: judo@judoalberta.com
www.judoalberta.com

POSITION DESCRIPTION

POSITION TITLE: SECRETARY

PRIMARY FUNCTION

1. As a member of the Executive, determines the direction of present and future programs through a constant review of program objectives, results, and accomplishments.
2. As an elected member of Judo Alberta, represents the membership in meeting the first primary function.
3. Records the activities of the Association.

GENERAL RESPONSIBILITIES AND DUTIES

1. Attends Executive meetings, usually held from 4-5 times a year.
2. Attends Annual General Meeting usually held in October. Presents a report on accomplishments for the year for the Executive position held. Written and signed copy of the report is to be given to Secretary to be included in minutes of the meeting.
3. Attends Board of Directors Meeting, usually held in August, for the purpose of determining the next year's objectives, programs, and budget.
4. Organizes the Executive meetings, records the minutes, and distributes the minutes of those meetings to the Executive Committee members.
5. Records minutes of the Executive meetings, Director's meeting, and Annual General Meeting. Distribute the Executive minutes to the members of the committee in time for action items to be addressed appropriately. Have AGM minutes published in the Newsletter.
6. Record and distribute minutes of other meetings on request.
7. Assists people wanting to know information on the Association by searching through the records, correspondence, and/or directing them to the appropriate person.
8. Keep the files of the Association.
9. Sends out notices of the AGM at the times mentioned in the By-Laws.
10. Sends out notices of special resolutions as noted in the By-Laws.
11. Receives and distributes the correspondence of the Association in general. Brings any pertinent correspondence to the attention of the Executive.
 - Senior and Junior National Competition packages from Judo Canada are to be distributed to the Coaching Chair, Technical Chair, and Referee Chair.
 - All material from judo Canada High Performance Committee and Coaching Committee goes to Coaching Chair and Technical Chair.





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- All minutes from Judo Canada Executive to Technical Chair.
 - All Judo Canada Referee Committee minutes to Referee Chair.
 - All Judo Canada NCCP material to Judo Alberta NCCP Coordinator.
12. Submits Society Annual Return to the Province of Alberta Consumer and Corporate Affairs.
 13. Maintains and distribute policies of Judo Alberta.
 14. Handles announcements for Hokkaido Cup nominations (September) and receive those nominations (December deadline). Bring the nominations to the Executive for decision.
 15. Receives and file minutes from the meetings of all Committees.

INTERNAL CONTACTS AND RELATIONSHIPS

1. Member of the Executive committee, attends Executive meetings and has a vote on Executive motions.
2. Director of Judo Alberta, attends Directors' meeting and has a vote on Directors' motions.
3. Keeps members of the Executive informed on the activities and correspondence received and sent.
4. Sends correspondence to the Committee chairs and keeps the records of their activities.
5. This position is elected at the Annual General meeting every two years. If the Secretary resigns before the term is over, the Executive may appoint someone to the position for the remainder of the term.

EXTERNAL CONTACTS AND RELATIONSHIPS

1. Receives copies of all correspondence to and from external bodies and files it appropriately.
2. Responds to formal requests for information from outside sources.

AUTHORITY AND EXPENDITURE LIMITS

1. Makes decisions as a member of the Executive or as a member of the Directors. Does not make unilateral decisions involving the rest of Judo Alberta.
2. Spending on Executive matters includes travel to and from meetings, expenses when attending meeting, stationary, postage, phone calls, renting location for meetings, and providing food if meetings extend over a meal time. All other expenses to be approved before hand.

KNOWLEDGE AND QUALIFICATIONS





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1. Knowledge of the sport of Judo.
2. Knowledge of basic rules of order in conducting a meeting.
3. Must be a current member of Judo Alberta.
4. Has a vote on Executive Committee.
5. Good organization skills an asset.
6. Ability to communicate clearly verbally and in writing.
7. Access to and ability to use a word processor is a significant, but not essential, asset.
8. Some familiarity with the forms of business communications helpful.
9. Willingness to travel to meetings around Alberta.
10. Must be willing to serve two year term.

