

Board Secretary

Role Outline

Appointed by:	SOA Membership
Period of tenure:	Three years
Reports to:	SOA Chair

Aims

The secretary is an integral part of the Board of Directors and plays a fundamental role in ensuring the effective working of the Board. This is a voluntary role which the successful candidate will be asked to commit to attending 4 Board meetings a year as well as the AGM. This role would best suit a motivated and organised person with some experience working with Microsoft and Google software.

Duties and Responsibilities

- To be the 'principal administrator' for the Board of Directors, dealing with correspondence and distributing information to Directors, where required
- To prepare and distribute the Board meeting agendas
- Keep accurate minutes of all Board meetings and distribute finalised copies
- Keep signed copies of all meeting minutes and record of interests up to date and on file
- Organising and booking meeting rooms and any refreshments that may be required.
- Coordinate and distribute a monthly update to all Directors.
- Attend quarterly SOA Board meetings (normally 4 per year); provide accurate minutes of each meeting and coordinate the filing of meeting documents.
- Attend and coordinate logistics of the Annual General Meeting in partnership with Chief Operating Officer from SOA.

If you are interested in applying for the Secretary position on our Board please send a note of interest to include a CV or support statement outlining your skills, experience and suitability to the role to the Company Director, Fiona@Scottish-orienteering.org.

The closing date for applications is **Friday 7th June 2019**. Should you wish to submit a paper application, please send to Company Secretary, Scottish Orienteering, National Orienteering Centre, Glenmore Lodge, Aviemore. PH22 1QU