



**Sherwood Park Highland Gathering is a 100% volunteer-run event organized by the non-profit Strathcona Highland Society. We are a diverse group of volunteers who love Celtic traditions and fill the need in our region for an annual highland gathering.**

We are currently looking for a **Volunteer Secretary** to join our Executive Committee. This role is an essential part of our team and helps keep our operations organized, transparent, and running smoothly.

### **What You Will Be Doing**

The Secretary is responsible for:

- Serving on the Executive Committee.
- Keeping copies of the organization's by-laws and Board's policy statements.
- Maintaining updated lists of Officers, Board Members, committees and general membership.
- Notifying Board Members of meetings.
- Maintaining an official minute book (paper and/or electronically).
- Keeping a record of Board attendance.
- Ensuring Quorum at Board Meetings.
- Accurately recording minutes of meetings.
- Recording all motions and decisions of meetings.
- Signing board minutes to attest to their accuracy.
- Co-signing official documents of the organization as required.
- Acting as a signing officer for cheques and other documents.
- Filing amendments to the Bylaws and other incorporation documents with Corporate Registry.
- In the absence of the President, Vice President or Past President, the Secretary will chair Board Meetings until the election of an alternate Chairperson, unless the Immediate Past President is able to act as Chair.
- Orienting newly elected Secretary.

### **Time Commitment & Location**

- Approximately **8 hours per month**
- Attendance required at Board Meetings on the **last Monday of the month, 6 pm- 8 pm**, in **Sherwood Park**

### **Who We Are Looking For**

Someone who:

- Is organized, reliable, and comfortable working with documentation
- Communicates clearly and professionally
- Enjoys working collaboratively with a volunteer team
- Has an interest in community events, culture, or Celtic traditions (experience is a bonus, not a requirement!)

If you are interested or would like more information, please reach out to [info@sphg.ca](mailto:info@sphg.ca)  
We'd love to hear from you!