



Executive Committee Support Position

Recording Secretary

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Reports to: Vice President Communications
Student Association Executive Committee

Description: The Recording Secretary is responsible for all clerical and record keeping tasks required in the daily activities of the Student Association as well as the creation and distribution of Student Association Students' Council agendas, minutes and other related meeting documentation, in collaboration with the SA Vice President Communications. The Recording Secretary is appointed by, reports to and seeks direction from the Student Association Executive Committee, specifically the Vice President Communications. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Executive Committee.

Key Responsibilities:

1. Abide by the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College.
2. Consult with members of the Student Association Executive and/or Students' Council Meeting Chair to create regular Executive Committee and Students' Council meeting agendas and to book meeting rooms and/or audio visual equipment as required.
3. Organize and coordinate the prompt distribution of all agendas and background materials required for each meeting, including Executive, financial and committee reports.
4. In cooperation with the VP Communications, maintain an up-to-date list of Students' Council Program Representatives and have it available at the Council meeting.
5. Make certain that proper notification has been given to meeting attendees according to Student Association requirements.
6. Ensure that accurate minutes of meetings are taken, transcribed and subsequently approved by the Council.
7. Ensure that an up-to-date copy of the SA Common Constitution as well as the policy governing Students' Council Meetings is available during meetings.
8. Develop and maintain a filing and retrieval system for all official Student Association minutes and other pertinent records.
9. Perform other duties as assigned by the SA Vice President Communications.



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Reporting Relationship:

1. Meet regularly with the Vice President Communications to seek their direction and feedback on proposed initiatives as well as regular job duties.
2. Work with the Vice President Communications on the overall management of the SA Students' Council.
3. Provide end of semester activity report to the Vice President Communications and Student Life staff and attend both Student Association Students' Council and Executive Committee meetings.
4. Maintain all records pertaining to the Student Association, including regular correspondence, meeting minutes, agendas, financial reports, committee reports, and ensure that they are given to the Student Association Vice President Communications at the end of each semester.

Knowledge/Skills/Abilities/Requirements:

1. NSCC student in good academic standing.
2. Ability to work in team environment; team player.
3. Computer literacy, including Microsoft Word, Excel, email and internet usage.
4. Good oral and written communication skill.
5. Good time management and organizational ability.
6. Great interpersonal and conflict management skills.
7. Strong typing skills considered an asset.