



**ORLEANS LITTLE LEAGUE BASEBALL (OLLB) INCORPORATED**  
**JOB DESCRIPTION**  
**(December 2016-v1)**

**SECRETARY**

**POSITION:** The Secretary is an Officer of the Corporation. The office holder designate must first be an elected Director. The holder designate is then appointed to the office by a vote of the Board of Directors.

**REPORTING:** The Secretary reports to the President.

**DUTIES:** The Secretary is responsible to:

- a. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary of the corporation or as may be assigned by the Board.
- b. Record the activities of the OLLB and maintain appropriate files, mailing lists and necessary records.
- c. Maintain a list of all Regular, Sustaining and Honourary Members, Officers and committee members and give notice of all meetings of the OLLB.
- d. Keep the minutes of the meetings of the Board and of the Annual General Meeting of the Corporation and cause them to be recorded in a book kept for that purpose.
- e. Conduct all correspondence not otherwise specifically delegated in connection with said meetings and be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- f. Perform such other duties as the President may, from time to time, direct.