



Job Description of the Executive Secretary

The Executive Secretary is an elected individual who sits as a non-partial member of the executive. The Executive President presides over this executive with the objective of the executive being to level the playing field for all programs involved in the association. The executive is a group of unbiased individuals who seek to make decisions that will affect the entire association in a positive manner. All decisions must be made with the ultimate goal being the improvement of programs that directly benefit children. No one program is deemed more important than the other and it will be absolutely necessary for all programs to support each other and work together for the betterment of the association as a whole. Although programs may run differently the protocol and financial accountability will remain consistent.

The KMS executive is the body that approves suggestions and recommendations from the program boards. Such matters for the executive to make decisions on are financial matters, disciplinary matters, constitutional matters, protocol matters, etc. The decision of the KMS executive is final and is only subject to further question by the Director of Leisure Services. The Director of Leisure Services is to communicate directly with the President of KMS and support the decision of the executive so the integrity of the executive will be upheld.

The Executive Secretary records all meeting minutes and distributes them to the executive for their review and discussion at the next scheduled executive meeting. The Secretary also ensures the office administrator receives a copy to be filed in the minute binder.

The Executive Secretary has minutes readily available at executive meetings in case corrections need to be made or motions have to be reconsidered.

The Executive Secretary may be assigned other duties at the discretion of the Executive President.

Term - 2 years

Booth hours/volunteer hours waived- attendance at executive meetings is mandatory