Shuswap Volleyball Club
August 24, 2026

Board of Directors - Secretary

Application Deadline: October 9th, 2026

This position is a volunteer position. The Board meets 3-5 times a year to discuss club business, but may also be required to give quick feedback remotely. This position can have input on future club direction and oversight.

This position can be applied to by club members (including current board of directors) and non-members who would like to join up in establishing volleyball in Salmon Arm.

The successful candidate will work with the Board of Directors (in particular, Treasurer and President) and largely assist with noting and disseminating information amongst the board and members. Current Board members will assist in this transition of duties. As per our by-laws, the Secretary has the following responsibilities:

Role of secretary:

- issuing notices of general meetings and directors' meetings;
- taking minutes of general meetings and directors' meetings;
- keeping the records of the Society in accordance with the Act;
- conducting the correspondence of the Board;
- filing the annual report of the Society and making any other filings with the registrar under the Act.

The candidate should possess the following qualities:

- Strong communication and administrative skills
- Excellent organizational and time management abilities
- Proficiency with digital scheduling and communication platforms (in particular use of google programs)
- Passion for supporting youth sports and club development

To apply, please email your resume and cover letter to shuswapvc@gmail.com.