

Records Keeper – Job Description
Term: 2 years

Attend all regular monthly meetings and Annual General Meeting. Requesting reports for completed events as they occur.

Maintain and organize all records for West Park Community Association. Period: January to December

Collect and verify reports on all special events including but not limited to Green Deer, Fall BBQ and Winterfest.

Collect annual files from all Executive including but not limited to the following:

- Presidential records

- Secretarial records including minutes from every meeting.

- Treasurer's records including bank statements and all invoicing

- Membership Drive receipts and reports

- Newsletter Committee records including a copy of each published news letter.

- Miscellaneous letters and memos.

Place complete set of records (January to December) into archive files located at Activity Centre.