



Airdrie and District Ag Society – Secretary (Volunteer Position)

The Airdrie and District Ag Society is looking for a Secretary to provide the following:

- Meeting support – attend meetings, record meeting minutes and distribute
- Correspondence – check messages (phone and email) weekly; collect items from mail box (shared role with Treasurer)
- Membership list - ensure that a record of names and addresses of all members of the Society is kept, as well as information pertaining to Directors (i.e. terms)
- Participate in Ag Society events (as available)

Please email airdrieag@telus.net for more information or to submit your expression of interest for this position.