



Your **Cycling** Connection

bikehub.ca



Secretary / Minute-Taker

Approximate time commitment: 3 - 5 hours/ month. More details below.

If you are organized, quick on the keyboard, and are passionate about getting more people cycling more often in your community, then this position is for you! You'll be supported along the way by HUB Cycling staff who can provide resources and other support.

Roles and Responsibilities

Each month, the executive team will have a mandatory online team meeting (time and date TBD). Furthermore, there will be a separate public meeting each month that executive team members will be strongly encouraged to attend.

This role will include...

- Ensuring that all new attendees have recorded their contact information to be added to email lists.
- Record who attends the meeting, the date, time and location.
- Take notes to record important parts of the discussion and any decisions, ideas and action items made for each agenda item, including due dates and who will take action.