Application for 2023-2024 Rotaract Club of Toronto Secretary

Please respond to the questions below and email your completed application to [rotaract.toronto.president@gmail.com](mailto:rotaract.toronto.president@gmail.com). Feel free to respond using bullet points but include as much details as possible and make sure to include responses to all the requirements listed in the position description.

If you require any help with translation or have questions about the application, please email [rotaract.toronto.president@gmail.com](mailto:rotaract.toronto.president@gmail.com) for assistance.

**Role Description**

The Secretary is responsible for maintaining all club records, managing communications to club members and guests, recording minutes of all meetings of the board, and providing copies of pertinent documentation to the sponsor club upon request.

**Responsibilities**

* Track attendance at club meetings and board meetings, to maintain an accurate representation of attendance from members, including officers, as well as prospective members as they work to qualify for membership and be responsible for member engagement and induction of members.
* Follow-up on items related to attendance as needed, with assistance from their delegate as required.
* Ensure that a list of all members and prospective members is maintained including whether a member is in good standing.
* Ensuring that inquiries received by the club are responded to in a timely manner, as per the timeframe determined by the board, and with support from the board in responding to inquiries as required.
* Supporting and providing club and committee oversight and support.
* Ensure compliance with the club’s bylaws such as attending board meetings.

**Support You Can Expect to Receive**

* President/Vice-President Support
* Training
* Rotary Network

**Essential Qualifications**

* Be a member in good standing.

**Additional Qualifications**

* Excellent verbal and written communication skills.
* Knowledge and experience with attendance tracking, minute-taking, record keeping and reporting.
* Strong communication and teamwork skills.
* Strong organizational skills.
* Experience in outreach and engagement.

**Application**

**Applicant Name:** Your Name

**Primary Email Address:** Email Address

**Please tell us about your relevant experiences/skills based off of the position description and how will they be useful in the role?**

* Respond here

**What are your plans or goals for the Club?**

* Respond here

**What would you like to gain from your time in the position?**

* Respond here

**Are there any commitments in other areas of your life that you would like the Board to be aware of?**

* Respond here - *Feel free to include details about jobs, education, etc., which you think may be important for the Board to know so we can better support you!*

**Any additional comments or concerns?**

* Respond here

**Once the application has been completed please email to** [**rotaract.toronto.president@gmail.com**](mailto:rotaract.toronto.president@gmail.com)

**About the Application Process**

Nominations of candidates shall occur through the following process:

* At least 42 days (6 weeks) before the elections will take place, written nominations will commence for the positions of president, vice president, secretary, treasurer, and any director positions.
* The nomination period will last a minimum of 28 days (4 weeks). Written nominations may take the form of self-nomination or nomination by a member in good standing.
* For the president position only, the nomination period shall last a minimum of 14 days (2 weeks), and must ensure that the president elect is elected at least 14 days (2 weeks) prior to the elections for all other officer positions. The remainder of the presidential nomination process shall follow the same steps as outlined in this article.
* The current president will notify candidates who have been nominated. Candidates will have 7 days (1 week) following the end of the nomination period to accept or decline their nomination and to submit a written application form should they choose to accept their nomination.

A nomination approval committee will review the applications received. A candidate may accept a nomination for multiple positions if they wish. A candidate may choose to forfeit their application and decide not to proceed to elections at the club meeting up to twenty four (24) hours prior to the election day club meeting.

Elections for club officers shall occur at a club meeting designated for this purpose, and occur as per the following process:

* The election for all officer positions, with the exception of the president and immediate past president positions, shall occur at a club meeting at least 42 days (6 weeks) following the commencement of the nomination period.
* The election for the president shall take place at least one club meeting (14 days) prior to the election for all other officers.
* At the club meeting for the presidential election, each presidential candidate shall have five (5) minutes to speak about their interest in the position, relevant qualifications, and vision for the club and board (if applicable) should they be the successful candidate for the position.
* At the club meeting for the election of all other officers, with the exception of the immediate past president position, officer candidates shall have two (2) minutes each to speak about their interest in the position, relevant qualifications, and vision should they be the successful candidate for the position.
* At the discretion of the current president, a question and answer period may take place for each candidate.

The process for voting for candidates into officer positions shall occur as follows:

* The voting period shall be open to members of good standing for a minimum of three (3) days following each of the election day club meetings. Only votes cast by members in good standing shall be considered for the purpose of determining the successful candidate.
* Where there is one candidate for a position, members in good standing will be asked to cast a vote of confidence or non-confidence.
* Should the candidate receive more than 50% of votes of confidence from members in good standing, the candidate shall be declared the winner of the election for the specified position.
* Where there are multiple candidates, voting shall take place online via an instant-runoff voting (IRV) system, as a form of ranked preferential voting:
* Through instant runoff voting, members in good standing can rank the candidates in order of preference.
* Ballots are to be initially counted for each voter's top choice. If a candidate receives more than 50% of the vote based on first-choice votes, that candidate wins the election for that position.
* If a candidate does not receive more than 50% of the vote based on first-choice votes, then the candidate with the fewest votes is eliminated. The voters who selected the defeated candidate as a first choice then have their votes added to the respective total vote for their next choice candidate. This process continues until a candidate receives more than 50% of the votes.
* Candidates shall be notified of the outcomes from the club election as per the following process:
* Successful candidates shall be notified of the outcome within forty eight (48) hours of the voting period closing. Each successful candidate shall have forty eight (48) hours to provide written communication of whether they accept or decline the position.
* If a candidate is the winner of multiple positions, they may only accept one position, and subsequently forfeit their candidacy for the other position(s) of which they were the successful candidate. At this time, the forfeited position(s) shall be offered to the candidate with the second highest number of votes through IRV methodology where the voters who selected the successful candidate as a first choice then have their votes added to the totals of their next choice. This process continues until a candidate receives more than 50% of the votes.
* Should a candidate decline to accept any position, the forfeited position(s) shall be offered to the candidate with the second highest number of votes through IRV methodology where the voters who selected the successful candidate as a first choice then have their votes added to the totals of their next choice. This process continues until a candidate receives more than 50% of the votes.

Election results shall be published and announced to the club members no later than 7 days (1 week) after the voting period closes.