



Wapiti Nordic Ski Club

Volunteer Executive Position: Secretary

Wapiti Nordic is an outdoor recreational sports club that offers year round programming (cross country skiing, MTB, hiking, MTB running) to Grande Prairie and surrounding communities. Wapiti Nordic has an opening on the Board of Directors for a Secretary.

Position Description: The Secretary is an active conduit for communication between board members. This individual would be responsible for proactively collaborating with board members to set up monthly meetings, giving proper notice of any meetings, recording minutes and roll at meetings and distributing materials like agendas and minutes.

Time Commitment: The Wapiti Nordic Executive meets once per month for 2-3 hours

Third Wednesday of each month @ 7pm

Message us to join our team