



TO: All Alberta Elks Association Lodges

FROM: Duane Felt, Chair

DATE: September 18, 2017

The Alberta Elks Foundation are looking for someone to fill the position of Secretary-Treasurer.

Qualifications for the position:

- Must be a member of the Alberta Elks Association and have a general understanding of the Order
- Must be fluent in a recognized accounting program
- Knowledgeable in standard secretarial practices
- Knowledgeable in word processing and electronic communication
- Must be able to update the Foundation's website
- Must have an understanding of A.G.L.C. rules and regulations and willing to attend a G.A.I.N course to keep up-to-date with the regulations
- This is a dual responsibility position (i.e. both Secretary and Treasurer)

Please submit your resume to the address below by December 31, 2017.

A more detailed breakdown of duties will be supplied at your request.

Should you have any questions, please contact Lynda Petten at 403-748-4922 or by email – [albertaelksfoundation@shaw.ca](mailto:albertaelksfoundation@shaw.ca).

# Alberta Elks Foundation

Box 445, Bentley AB T0C 0J0 Phone - 403-748-4922

E-mail - [albertaelksfoundation@shaw.ca](mailto:albertaelksfoundation@shaw.ca)