

## **ROLE DESCRIPTION - SECRETARY**

### **Club (Bylaw) Responsibilities**

1. Convene and attend all Board meetings and annual and general meetings of the Club, and keep proper minutes of same
2. Attend generally to clerical duties of the Club, including frequent collection of all correspondence addressed to the Club and held through courtesy of Vancouver Board of Parks and Recreation at its main office
3. Maintain a master copy of the Bylaws with all additions and amendments

### **Reporting Relationships**

Accountable to the Board and members of the Club

### **Position Purpose**

Foster communication through proper management of important records such as meeting minutes, Club bylaws and member lists

### **Key Responsibilities and Duties**

Maintain records for several purposes, including

- accurate recollection of decisions
- determination of eligibility to vote at annual and semi-annual general meetings
- continuity of policies and procedures
- accountability of Board members

### **Scope**

The secretary is custodian of the Club's records and member lists and is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines.

The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

**Tasks** (including but not limited to)

1. Record minutes of meetings and ensure their accuracy and availability
2. Minutes should include
  - date, time and location of meeting
  - list of those present
  - list of items discussed
  - list of reports presented
  - motions presented and names of movers and seconders, and description of their disposition
  - actions to be taken and by whom
  - date of next meeting
3. Maintain copies of approved minutes for Club records
4. Ensure that records of the Club are maintained and made available to authorized persons (records may include founding documents, lists of officers and Board members, Board minutes, financial reports and other official records)
5. Ensure that an up-to-date copy of bylaws and policies and procedures are available for reference by members or by the Board
6. Ensure that proper notification is given of meetings (Board and general)
7. Manage general correspondence and electronic messages for the Club and members of the Board
8. Direct messages to appropriate persons or take to Board meetings
9. Assist with preparation of agenda for meetings as appropriate
10. Keep track of matters that have been tabled or referred to another meeting
11. Assist with recruitment and training of a Club member to facilitate future leadership in this position

**August 2019**