

**Victoria, BC – Unit 431**  
**Job Description – Secretary**



**General**

The Secretary provides secretarial support to the Unit 431 Board of Directors.

**Specific tasks**

1. Prepare a draft agenda for each Board of Directors meeting. Obtain President's approval of agenda and send copy to Board members two weeks in advance of each Board meeting.
2. Take minutes at Board meetings and obtain President's approval of drafted minutes. Circulate approved minutes to all Board members within two weeks of meeting date.
3. Ensure any incoming general correspondence / reports from Unit 431 members or ACBL are circulated as appropriate and / or tabled at each Board meeting.
4. Prepare a draft agenda for each Annual General Meeting of Unit 431 members. Obtain President's approval and send copy to Board members two weeks in advance of each Annual General Meeting.
5. Take minutes at Annual General Meetings and obtain President's approval of drafted minutes. Circulate approved minutes to all Board members within two weeks of meeting date.
6. After Annual General Meetings, update annual BC Society Act filing and send to Provincial Government with cheque for Society filing fee.
7. Maintain electronic and hard copies of all meeting minutes.
8. Ensure any incoming general correspondence / reports from Unit 431 members or ACBL are circulated as appropriate and / or tabled at each Board meeting.

**Other tasks**

As assigned by the Unit 431 President from time to time.