



## **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. Send copy to Board members *one week in advance* of each Board meeting.
2. Take minutes at Board meetings and send draft minutes to the President *within 2 weeks after* the Board meeting for the President's review and approval.
3. Act as the Electronic Contact for emails sent from ACBL.
4. Ensure any incoming general correspondence/reports from Unit 431 members or ACBL are circulated as appropriate and/or tabled at each Board meeting.
5. Prepare a draft agenda for each Annual General Meeting (AGM) of Unit 431 members. Obtain President's approval and send copy to Board members *two weeks in advance* of each AGM.
6. Take minutes at AGMs and obtain President's approval of drafted minutes within a month of the AGM. Then present these drafted minutes to the next Board meeting for approval by the Board.
7. After AGMs, update annual BC Society Act filing electronically and pay the Society filing fee by credit card. Obtain a receipt for submission to the Unit Treasurer.
8. Change Official Office Address to your own when filing annual report.
9. Maintain electronic copies of all meeting minutes and include these in the Unit 431 Dropbox in the appropriate folder.