



Position Description

Position Title

Secretary

Position Description - general

Record minutes of the management committee meetings, the annual general meetings and other irregular general meetings. Record meeting reports for regular, non-business meetings. Distribute and conserve minutes and reports. Maintain and conserve archived official club documents. Deal with all correspondence received. Work with the Membership Chair and Treasurer to prepare and submit the annual contribution fee to PROBUS Centre.

Position Duties

- Record the minutes of the management committee meetings and the general business meetings where necessary. Prepare meeting reports for regular, non-business meetings. Archive digital/paper copies.
- Email the management committee meeting minutes to committee members in a timely fashion.
- Have general meeting minutes copied and distributed to the members' tables at the beginning of the morning meeting following the business meeting (usually only after elections or votes on bylaw changes).
- Record and distribute regular meeting reports at the beginning of each meeting.
- Maintain digital/physical files of any archived material such as the Constitution and By-Laws, Insurance Policy, Club Charter, PROBUS Canada membership list, management committee position descriptions, management meeting minutes, general meeting minutes, correspondence etc.
- Collect mail from the Post Office box or from whatever address the club is using as its home address (currently the secretary's address) and hold the key to the Post Office box (if applicable).
- Sign cheques at the treasurer's request (the secretary has signing authority on PROBUS Northumberland's account).
- After the October AGM, provide the treasurer with a Signing Authority letter for the bank with a new list of Management Committee members who have authority to sign cheques.
- Communicate with the director of District 1 for counsel and advice whenever clarity is required on issues concerning the policies and procedures of the club.
- Submit the annual *contribution* of the \$2.50/member fee (pegged at \$3.00 starting in 2020) to PROBUS Centre (currently Qualicum Beach, B.C.). The Membership Chair provides the number of members in good standing to the secretary. The treasurer provides the cheque.
- Deal with all correspondence received, answer/write letters where required, keep copies of club correspondence and distribute others to relevant members of the management committee.
- Provide a copy of the PROBUS Northumberland logo to other members of the management team for use in a letterhead

Date last updated

February, 2020