



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 obtain President's approval of drafted minutes.
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. Initiate Action Items from Board meetings and email to Board Members.
5. 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.
6. Take minutes at Annual General Meetings and obtain President's approval of drafted minutes.
7. After Annual General Meetings, update annual BC Society Act filing and send to Provincial Government with cheque for Society filing fee.
8. Maintain electronic copies of all meeting minutes.
9. Ensure any incoming general correspondence / reports from Unit 431 members or ACBL are circulated as appropriate and / or tabled at each Board meeting.
10. Unit members taking the Directors exam on their own and not as a part of the Club Directors course may contact the Unit Secretary, who will appoint a monitor for their test. Once ACBL receives a request from the Secretary, an exam will be mailed to the monitor. After the candidate has taken the exam, the monitor will mail it back to the ACBL. The candidate pays the monitor \$20, of which \$12 accompanies the completed exam, and the monitor retains the remaining \$8. The ACBL will send a letter to the candidate notifying her/him of the result. The Secretary requests the exam from Club and Member Services directorCourses@acbl.org