

These jobs are not all to be done by PR Director – it is a list of responsibilities that can be delegated, assigned to Manager, eliminated with board approval

Secretary

Societies Act

- update bylaws as required
- keep copy of Constitution on hand and updated
- notify Societies Branch regarding Special Resolutions and bylaws
- ensures WCCSC is in good standing under the Yukon Societies Act

Annual General Meeting

- set date at planning meeting
- 1 month notification of meeting and any special resolutions
- coordinate venue and refreshments
- prepare agenda
- prepare background information (supporting documents)
- record minutes
- present AGM minutes at first meeting of new Board

Board of Directors

- prepare Directors' Manual for first meeting of new Board
- revise and distribute new contact list at beginning of each season
- directs mail and replies to correspondence as required

Meetings

- coordinate date, time and location of Board meetings
- notify/remind Board members
- prepare and distribute agenda prior to meeting
- prepare and distribute minutes
- coordinate followup system for action items
- prepare and distribute executive updates for meetings

Records

- maintain files
- keep timeline, policy manual and bylaws on hand
- maintain binder of board meeting minutes
- ensure secure storage of club files/records

Annual Planning Meeting

- plan and organize with Manager
- book meeting room
- recruit recording secretary
- recruit facilitator

Executive Duties

- attend monthly meetings – approximately 7pm to 9:30pm, Annual General Meeting, Annual Planning Meeting
- liaise with executive regarding scheduling, promotion, and recruiting volunteers
- coordinate activities with Club Manager
- signing authority