



JOB DESCRIPTION

Secretary

General description:

Responsible for administering the requirements of the Society Act; the management of official records, correspondence and information systems; and the administration of membership procedures, policies, regulations and bylaws.

Specific responsibilities: (in addition to the Duties and Responsibilities of members of the board)

1. Ensure that a record is kept of all proceedings of the club and be responsible of the safe-keeping of such records,
2. Oversee the maintenance of a permanent up-to-date register of members in accordance with the Society Act, the seniority roll, and a list of the yachts registered in the Club,
3. Keep all administrative files and correspondence of the Club up to date,
4. Ensure that all important documents appertaining to the Club and its premises are kept in a safety deposit box at a recognized financial institution,
5. Ensure that Club mail is collected weekly and distributed to appropriate officers,
6. Be responsible to notify each new member of election into the Club, and to provide such member with a copy of the Club's Constitution and Bylaws, the Regulations and the position of the member on the seniority list,
7. Have custody of the Club seal and serve as a signing officer of the Club,
8. Distribute official information to members, including minutes, notices of meetings and resolutions
9. File reports with the Registrar of Companies as required by the Society Act,
10. Receive and processes membership applications, including verification of residency, and
11. Oversee the functions of the Database Manager, Club Historian and the Membership Committee

Date adopted by the Board of Directors: January 8, 2013

Date of review/revision _____