

SECRETARY'S DUTIES

1. Attend and take notes of the Executive, General and Annual General Meetings (AGM) and any Special Meetings that are held.
2. Prepare the minutes of each meeting and distribute the Executive and General Meeting minutes (from the previous month) to all Executive members one week prior to the Executive meeting.
3. Liaise with the Communications Coordinator to ensure that the adopted minutes of Executive and General Meetings are posted on the club website.
4. Post a copy of the adopted minutes of the Executive and General Meetings and the Financial Statement from the previous month on the bulletin board at each General Meeting.
5. Read the minutes of the previous year's AGM at the following AGM.
6. Ensure that any changes to the Constitution, By-Laws and Standing Rules are incorporated and dated and are forwarded to the Communications Coordinator for posting on the club website.
7. Attend to any external correspondence as required.
8. Store correspondence and any other documents not posted on the website and pass on to the incoming Secretary.
9. Act as liaison between SSGC and the BC Council of Garden Clubs. Complete annually the form on the BCCGC website regarding contact person (Membership Secretary) and liaison person (Secretary) at SSGC and disseminate information received from BCCGC.

Revised June 2018