



Comox Valley Horticultural Society

Position Description: Secretary

Duties include:

- Serves on the Board;
- Receives Agenda for Board Meetings (held on the first Wednesday of every month) from the President;
- Records Minutes from the Board Meetings, including:
 - Motions made at the meeting
 - A brief summary of the discussions held at the meeting
 - Decisions made at the meeting.
- Sends Minutes from the Board Meetings to the President for review and revision, if necessary;
- Sends reviewed Minutes to members of the Board and Committee Members for their review;
- Makes changes to the Minutes as discussed in the Board Meeting;
- Receives Agenda for General Meetings (typically held every third Monday of the month, except for July and December);
- Prepares Minutes of the General Meetings;
- Sends Minutes from the General Meetings for review and revision, if necessary;
- Makes changes to the Minutes of the General Meetings if required;
- Records Minutes from the Annual General Meeting (held in October);
- Sends the Minutes from the Annual General Meeting to the President for review and revision, if necessary;
- Makes changes to the Minutes from the Annual General Meeting as required;
- Brings Minute Book to every Executive Meeting, General Meeting and Annual General Meeting;
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps record of attendance at the Board Meetings;
- Makes sure that there is a quorum at Board Meetings.
- Prepares the Annual Report and submits it, with a cheque, to the BC Registry Services. This Annual Report contains a list of Board members of the CVHS and their street addresses. A copy of this is kept in the Society's files.

- Signs Board Minutes to attest to their accuracy;
- Submits annual fees to the BC Council of Garden Club for CVHS liability insurance;
- Send correspondence on behalf of the CVHS as required;
- Records all corrections to minutes;
- Distributes copies of minutes to Board Members promptly after meetings;
- Conducts general Board correspondence;
- Keeps records of all Board correspondence;
- Signs Board minutes and corrections to confirm their accuracy;
- Signs official documents of the organization as required;
- Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry;
- Acts as a signing officer for cheques and other documents;
- Orients the new Secretary.