

Probus Club of Applewood



SECRETARY – JOB DESCRIPTION

From the Constitution

Annual Returns

The Secretary shall advise Probus Centre – Canada Inc following the Club's accreditation and by September 30 each year, of the Club's regular meeting place, day and time, the number of members as of the previous July 31, and the names, addresses and telephone numbers of the President and the Secretary.

Duties of the Secretary

1. Meetings of the Management Committee:

The Secretary is a member of Management Committee (MC) and is responsible for:

- (a) Maintaining a file of the agendas and meeting materials of these meetings.
- (b) Drafting the minutes of the meetings for the President
- (c) Circulating the minutes to the committee members after review by the President.
- (d) Maintaining a file of the approved minutes.

2. Annual General Meeting of the Club (AGM):

The Secretary is responsible for:

(a) Keeping a file of The Detailed Agenda and Motions which are prepared by the Management Committee

(b) Taking minutes for the AGM and sending them to the MC members for their review and approval. Circulate approved version.

(c) Ensuring that all members are notified on a timely basis of the date, time and location of the AGM including a copy of the previous year's Minutes.

(d) Following each AGM, updating the club's data listed on the Peel Community Information Database via Web link

<http://peel.cioc.ca/feedback.asp?NUM=BRA0471&Ln=en-CA>

4. The Secretary is responsible for filing other documents deemed important by the Management Committee such as copies of correspondence received by the Club.

5. The Secretary is responsible for ensuring that the Archivist receives, at the end of each operating year, the following documents:

• Constitution • By-Laws • Monthly Newsletters • Minutes of all MC meetings • Job Descriptions • Monthly Financial reports for the year • Membership list at year end • MC Members for current year • Speakers' list for the year • Annual Report • Complete AGM file

July 2020