

Probus Club of Applewood



SECRETARY – JOB DESCRIPTION

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

Estimated time – 3-4 hours per month

Prepared by Bob Whitehead

August 2026