

SECRETARY'S JOB DESCRIPTION

Responsibilities of the Secretary

- Maintain logins and passwords for the Executive emails.
- Keep a record of all codes and passwords
- Send sympathy and get well cards out to Members. Only Members, spouses or children of members receive a tribute (flowers, donation, etc.) upon their death. Flowers/tribute are order from Flower Fashions in Kingsville. When a member dies, their name is added to the appropriate plaque in the clubhouse. That has been done by Walter during the year. To keep a record of Members who have passed, add it to the Action/Task List at the bottom of the minutes.
- Keep a list of Members who are on probation by adding them to the list on the Action/Task List and have the Executive review them each year during their probationary period.
- Have notices of meetings posted in CIYC news. Have the Editor of CIYC News remind Members of the Policy "Members with accounts in arrears may not launch, haul out or attend Meetings. Club records are deemed to be correct and it is the member's obligation to ensure their account is paid in full 7 days before launch, haul out or a scheduled meeting".
- Send information to the Webmaster and Editor of CIYC News.
- Approve and post club rentals through CIYC News. Inform the Executive of the rental.
- Maintain the membership role
- Process membership applications and present them to the Executive for approval.
- Review the Duties and Responsibilities of the Secretary in the Bylaws, Policies and Procedures. Note: Recording of work hours has been done by the Vice-Commodore and the Secretary has maintained by Bylaws, Policies and Procedures.

Responsibilities at Meetings and Following

- Take minutes at all meetings. Record the minutes to verify that they are correct.
- Prepare minutes. Add to Action/Task List anything that needs to be followed up. When finish, send out to the Commodore and Vice Commodore for their approval.
- Keep a record of anything that needs to be included in the AGM i.e. Bylaw, Policy changes. This can be added to the Action/Task List.
- Send out any correspondence as a result of the meeting, i.e. letters to new members, letters acknowledging resignations, notice to members in arrears, etc. Before sending letters out to Members that have resigned, check with the Treasurer to make sure they do not have an outstanding account.
- Post new member applications through CIYC News for 15 days and send the Commodore a copy of the front page of the application form so he/she can call references.
- Once the minutes have been approved by the Executive send them to the Webmaster for posting to "Members Only"
- Have the Applications of new Members signed by three members of the Executive and file applications and any correspondence to Members in the Current Member binder located in the north-west vertical cupboard at the Club.
- Add names, address etc. of new Members to the Roster, send information to the Editor of CIYC News and notify the Treasurer so their records are up to date. If there are any contact changes, i.e. email addresses, make changes in roster, contact list and notify the Treasurer and Editor of CIYC News.
- Build an agenda from the minutes and anything that is sent to the secretary during the month.
- Set an agenda for the AGM. Refer to the minutes of the pervious general meeting to see if there is anything outstanding that needs to be put on the Agenda. Get reports from the

pervious and present year's Executive. They along with the Agenda, budget, reports, etc. need to be sent out two weeks prior to the meeting.

The Fiscal Year

November

- Transfer gmails over to the new Executive. Change the recovery phone number to the new secretary's phone number.
- Update Executive list on the bulletin board, binder in the clubhouse and add to the binder containing the applications of current members.
- Periodically, check the bulletin board for updating.

December

- Send out information to members regarding AGM

February

- Request Launch & Insurance Information from Full Members. Information found on Google Drive. Update information before sending out. After all information has been received sent the launch information to the Dock Officer. Do not send insurance information.

March

- Print membership cards for the new year to be handed out at launch to Full Members in good standing and any others that might request a membership card. Include Pete Dewar and Marian Reffle.

September

- Have Officers in charge of Adult and Youth Sailing contact Social members who have had a free membership for the year to ask if they wish to continue. If they do, add seniority date on the roster. They still have a one year probationary period left.
- Request information regarding haul out, ie. hauling out, storing boat and/or mast, etc. Information found on Google Drive.

March 30, 2023