

**ARMDALE YACHT CLUB**  
**SECRETARY POSITION DESCRIPTION**

**Responsible to:**

- The Commodore

**Duties and Responsibilities:**

- Maintain Meeting Minutes as required by the laws for a not-for-profit organization. The Minutes will authorize approval of financial budgets and financial expenditures of the Club in accordance with the AYC Bylaws.
- Assist Commodore to establish a published and/or written agenda for each meeting.
- Record Minutes of all meetings attended in the position of secretary.
- Publish Minutes electronically to AYC Commodore and Committee of Management (COM) within 7 days after each COM meeting to ensure correctness of minutes and also any action items that are required are made known.
- Provide a hard copy of Minutes and supporting documents to AYC office for safe keeping and record retention.
- Assist COM if/when necessary to address correspondence received by AYC or generated by AYC.
- Maintain and update the COM Work Plan on a monthly/yearly basis. The COM Work Plan will be forwarded to each COM member electronically prior to monthly COM meetings and all information must be stored in a hard copy binder for future reference and transition to incoming Secretary.
- Prepare for safe keeping of the books, records, papers and minutes of sub-committees as sent to the Secretary.
- Keep a record of any Bylaw changes recommended throughout the year. No later than the October COM meeting bring to the attention of the COM so that appropriate action can be taken.
- Maintain a ledger of motions with details of motions, seconds, and voting details. Have this information available for electronic review, if required.
- Monitor Secretary e-mails and address issues as they arise.
- Assist the Commodore and COM with the management of the club as outlined in the Bylaws.
- Uphold the code of conduct of members of the club as set out in the by-laws.
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike.
- Possess a good working knowledge of the AYC Bylaws, regulations and policies.
- Actively be involved in and promote AYC events, races and cruises and encourage other social and senior members to participate.
- Attend all COM meetings, and any other meetings called at AYC as required to fulfill responsibilities of the position.
- Participate in the annual strategic planning process.
- Participate in the annual budgeting process including development of budget for area of responsibility.
- Carry out such other duties as the Commodore and COM may delegate from time to time.
- Provide incoming COM Secretary with relevant transition information to assist with following year's activities.

**Approved by Committee of Management on March 21, 2018**