

## **PROBUS CLUB OF DURHAM WEST**

### **SECRETARY ROLE DESCRIPTION – UPDATED MAY 2023**

#### **SECRETARY – 2023 role description in detail**

Minimum 1 year term

Attend monthly General and Management Team meetings.

#### **AGENDAS**

- **General Meeting and Management Meetings:**
  - Request input from the members of the Management Team for the Agenda.
  - The e-mail request is sent out 4 days prior to the meeting (usually on the Sunday) with a deadline to reply by the following Tuesday.
  - Upon receipt of the items and reports from the Management Team, prepare the meeting agenda.
  - E-mail completed agenda to Management Team on the Wednesday prior to the meeting which takes place on Thursday.

#### **MINUTES – Management Team meetings only (as of 2021 no minutes required at the GMs)**

- Minutes are only required for the Management Team meetings.
- Any unusual or special event from the General Meeting which takes place 2 weeks prior to the Management Team meetings will be included in the Management Team minutes.
- Minutes should be prepared within a day or two of the meeting and e-mailed to the Management Team.
- Minutes from the previous Management Team meeting will be motioned into the records by the Secretary at the following meeting. (i.e. minutes from the January meeting will be motioned into the records at the February meeting).

#### **SYMPATHY AND GET-WELL CARDS**

- In accordance to the PROBUS bylaws, sympathy and get-well cards are to be sent only when notified and with approval by the family.
- This applies to members and spouses only, not extended family.
- In some cases the surviving member/spouse will request that the announcement also be in our club newsletter. If this occurs, forward all the information to the Newsletter Editor.

## **SAFEKEEPING OF CLUB'S RECORDS**

- Every 2-3 months, copy the full Secretary flash drive unto the President's flash drive as a backup for safety.
- **Legal documents** must be kept for the record on the Secretary flash drive and/or in our PROBUS binder.
  - PROBUS Canada Liability Insurance Certificate (provided annually)
  - Town of Ajax permits for use of HMS room at Ajax community Centre
  - All invoices related to these documents.
- **Working documents:**
  - Any information provided by PROBUS Canada
  - 2009 list of Chartered members
  - Any Recognition awards
  - List of past Management Team members (updated every January)
  - Management role descriptions both in detail and condensed version for our Website
  - Agendas and minutes of meetings
  - Annual budget and monthly Treasurer's reports
  - Any other documents that are deemed necessary to keep for historical reference.

## **TO DO ANNUALLY IN JANUARY**

- E-mail PROBUS Canada update form (available on their website) to our District Director
- Update Past Executive List with new executive
- Update 2009 Chartered Members list with current status (active, non-active, moved, deceased, etc.)

## **OUR PROBUS CLUB BINDER**

- Keep a printed copy of :
  - PROBUS Canada Constitution
  - Our current by-laws (generally updated every 2 years)
  - PROBUS Canada Certificate of Liability Insurance (annually) plus insurance doc for external activities
  - PROBUS Canada update form (annually)
  - Town of Ajax permit and invoices
  - Any other **IMPORTANT** document needed for quick reference

## **MISCELLANEOUS**

- **MOTIONS** made that have a **major impact on how we operate** are not only recorded in the minutes of the Management Team meetings but also on a separate word document where all motions of this type are recorded for quick reference.
- **TEMPLATES** provided on flash drive for:
  - Monthly e-mails sent to Management Team requesting agenda items for meeting.
  - Meeting agendas and minutes.

**NOTE:** During transition from current Secretary to new Secretary training will include how to navigate through folders on flash drive as well as hard-copy samples of most used and referred to documents.