

BC COUNCIL OF GARDEN CLUBS TERMS OF REFERENCE FOR THE SECRETARY

GOALS AND OBJECTIVES:

The Secretary of the BC Council of Garden Clubs has the responsibility of:

- A. Facilitating, in consultation with the President, notification of meetings, development agendas, meeting space, and related activities
- B. Recording and maintaining records of the activities of the Council.
- C. Oversees membership.
- D. Upholding the current Constitution.
- E. Supporting Council members

DUTIES AND RESPONSIBILITIES:

The Secretary has the responsibility to:

- A. Facilitate, in consultation with the President, notification of meetings, preparation and distribution of agenda items.
- B. Ensure arrangement for meetings are met (booking the space and ensuring payment by the Treasurer).
- C. Prepare accurate, complete minutes of Executive Board Meetings and BC Council of Garden Clubs' Meetings, to include, but not limited to:
 - 1. Date and time of meeting, form and venue, present and absent Executive Board members, confirmation of quorum
 - 2. Record of all decisions taken, brief summary of all issues discussed and any directives or authorizations given by the Board, or a Committee, or the members.
 - 3. Record whether resolutions were unanimous or include dissents. Election results should be noted.
- D. Retain and safeguard the official Board and Committee Minute Books and Corporate documents.
- E. Oversee Membership records including ensuring payments are received, and records are updated as required.
- F. Attend Board Executive meetings and provide regular reports to the board
- G. Submit the Secretary's annual budget to the Treasurer to be included in the Proposed Budget for BCCGC presented at the Annual General Meeting.
- H. Provide a report to the members at the Annual General Meeting