

Shell Oil Timers Club – Secretary job description

The Secretary is elected by members at the AGM for a minimum term of two years. It is the Secretary's primary responsibility to perform the duties of recording Secretary of the Club.

Detailed responsibilities include:

Fiduciary:

- Signing authority for all Club financial transactions (two signatories required for each financial instrument)

Operational:

- Serving as a member of the Executive Committee and the Board of Directors.
- Maintaining and filing official Club records and updating historical files as necessary for storage.
- By the end of each calendar year, providing the Treasurer with an estimate of the position's expenditures requiring budgeting for the next fiscal year.
- Attending Board of Directors and Executive Meetings and the AGM, recording accurate and concise minutes of each, and proposing adoption of previous meeting minutes at each. These minutes must be published and circulated to all Directors within ten days of meetings.
- Receiving all committee minutes and reports for filing and distribution, as necessary.
- Preparing all official correspondence to governments, (not including the Societies Act Annual Return)
- Receiving general correspondence addressed to the Club and distributing appropriately to Board members, on a timely basis.
- Generating and distributing updates to the Procedures manual.

Checklist:

December: Submit budget request for next fiscal year.

As Required: Attend and record all Executive and Board meetings.