



THE PROBUS CLUB OF BURLINGTON LAKESHORE

Secretary:

1. Keep the Minutes of the Management Committee which, when approved, constitute the authenticated record of the proceedings and are required to be retained and preserved. The Minutes should be a brief summary of what was done. Discussion or debate is generally not included but all the main motions or resolutions are to be recorded. They should include the location and the time the meeting began, who was in attendance and those absent. It is the practice of the Club to record who made and seconded a motion. The date of the next meeting and the time of adjournment should also be stated. Circulate the "Proposed Minutes" following the meeting to solicit errors or omissions and then correct as required. In order to carry out this function the following skills are helpful:
 - Critical Listening
 - Ability to summarize in writing
 - Organizational knowledge sufficient to follow the progress of the meeting
 - Confidence to speak up to ask for clarification
 - Knowledge of what is required to be entered into the minutes
2. Prepare the Agenda and circulate with the "Proposed Minutes" one week ahead of the next meeting.
3. Keep the Minutes of the Annual General Meeting in a similar manner to the M.C. meeting as described in #1 above.
4. Maintain a copy of the Club's Constitution and By Laws
5. Prepare correspondence as required by the Management Committee



THE PROBUS CLUB OF BURLINGTON LAKESHORE

6. Maintain a filing system for minutes, correspondence and documents. (e.g. the Club's Insurance Certificate) Keep the historic archives for the Club and use them as required. The Archive is kept in a storage cupboard in the meeting room at the Art Gallery of Burlington. The Secretary, the President and the House Chair all have keys to the lock box containing the Club's Records.
7. Maintain a mailing address to receive external correspondence addressed to the Club. Review and distribute mail appropriately.
8. Agree to act as a signing officer for the Club at the Bank.

(Time estimate: Approximately 4 hours per month)