Position Title — Secretary

Duties:

* Records the minutes of Board meetings and circulates such minutes to other Board members within one week of meeting.
* Circulates agenda and other documents for Board meetings.
* Prepares motions to be voted on and approved by the Board.
* Retains custody of all books, papers, records, correspondence, contracts, and other documents belonging to the Board.
* Coordinates the BDBC annual insurance and Dragon Boat Canada membership fee.
* Assists with the administration of the BDBC membership.
* Prepares club surveys as required by the Board.
* Maintains records of all office reports including Treasurer's financial report and supporting bank documents.
* As a Board member, attends and participates in as many club events as possible.
* Prepares the Notice of Meeting for the Annual General Meeting, occurring in September of the season year.
* Assists in planning of the Annual General Meeting
* Prepares the AGM Agenda and records the AGM minutes.
* Revises the annual Strategic Plan as agreed to in the first meeting of the newly constituted Board, usually in September/October.
* Performs other duties assigned by the Board.