

## **SECRETARY**

January 2025

### **Responsibilities**

The Secretary is a member of the Management Committee and a Signing Officer of the Club. The Secretary is responsible for all of the correspondence, reporting and record keeping duties of the Club and its Management Committee. This encompasses all records, files, and details that are important for the smooth operation of The PROBUS Club of Milton.

### **Duties**

#### **Correspondence**

1. Ensure timely collection of all correspondence from the Club's Postal Box (P.O. Box 40007 Derry Heights PO. 6951 Derry Road, Milton L9T 7W4), (within Shoppers Drug Mart) a minimum of once per month prior to the Management Team meeting.
2. Monitor the Club's g-mail account (miltonprobus@gmail.com) and ensure that all communications are responded to as required or forwarded to the appropriate Director.
3. Carry out outgoing correspondence as required by the Management Committee.
4. Maintain hard copy or digital files of all required correspondence.
5. At the end of his/her term, the Secretary must notify the Post Office of the change and have the incoming Secretary's signature added for the Post Office mailbox.

#### **Recording**

6. Keep Minutes for all meetings of the Management Committee.
7. Keep Minutes of the Annual General Meeting as well as any monthly Membership meetings at which any motions or decisions are acted upon by the Membership.
8. Update the Club's Constitution, Bylaws and Policies when changes are approved by the Management Committee and/or Membership.
9. Keep an up-to-date list of Club Officers, Management Committee members and Special Interest Group convenors - name, home address, telephone number and e-mail address.
10. Maintain a record of 'extended absences' of Management Committee members to assist in planning at Management Committee and Membership meetings and for coverage of any Emergency notifications to the Membership
11. Maintain a digital file of the 'Orientation Manual' for the PROBUS Club of Milton to be given to each new member of the Management Committee on assuming their position. The Orientation Manual contains necessary information such as the current Constitution, Bylaws, Policies, Position Descriptions and 3 months of prior Management Committee Minutes.
12. Prepare and update Emergency Telephone Call lists and distribute each update to the Management Committee as required.

#### **Reporting**

13. Report to the Management Committee on all correspondence received.
14. Distribute Management Committee Minutes as soon as possible after each meeting.
15. Have the Minutes of prior meetings on-hand at all Management Committee meetings for reference.
16. Distribute updated copies of Bylaws, Policies, etc. after any approved changes are made.
17. For the Annual General Meeting, provide Minutes of the previous A.G.M.

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18. By the end of each year, arrange (with Treasurer) to pay PROBUS Canada's yearly assessment and provide PROBUS Canada with required information on Club's address, officers, meeting place, membership numbers, etc.
19. Upon vacating office at the end of the elected term, the Secretary will brief their successor on their duties and the status of Management Committee matters; and hand over all records.
20. Annually review the Secretary's job description and present recommended changes to the Management Committee for approval.

## **Record Keeping**

The Secretary also performs the role of Archivist, which overlaps some secretarial responsibilities, to maintain specific records and history of the Club.

## **ARCHIVIST Duties**

The PROBUS Club of Milton Archives are kept on paper, on external digital storage - memory sticks or hard disk drives (HDD), and on the Microsoft OneDrive cloud storage system. The Archival Materials Summary, which is approved by Management Committee, specifies what items are to be archived, on what archival medium, for how long, and who has responsibility. Changes to this document will be approved by Management Committee.

21. The Archivist will maintain the archive hard copy files and digital storage devices.
22. The Archivist will regularly update the Archives with new material and yearly remove material that has passed its retention date.
23. The Archivist will maintain all available photographic images of Club activities, such as Special Events, Special Interest Groups, on a dedicated digital storage device.
24. Photographs will not normally be kept on OneDrive, but will be archived separately on a dedicated digital storage device. An exception is the yearly photograph of the current President and Management Committee.
25. The Archivist will review and update the Archival Materials Summary as required.
26. The Secretary/Archivist will have "Update" access to the OneDrive archive. The Vice-President will have "Update" access as backup for the Secretary. The Secretary will give "Read" access to OneDrive to all other Management Committee members.

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Following is a copy - as an example - of the Archival Materials Summary. Note that this may not be the most up-to-date copy.

<u>Document Name</u>	<u>Paper</u>	<u>Digital Memory</u>	<u>One Drive</u>	<u>Retention Period</u>	<u>Responsibility to Update</u>
Constitution		x	x	Permanent	Secretary
Bylaws		x	x	Permanent	Secretary
Policies		x	x	Permanent	Secretary
Yearly Financial Statements		x	x	Permanent	Treasurer **
Financial Statement Reviewer Report	x	x	x	Two years	Treasurer **
Supporting Financial Papers	x			Four years	Treasurer
Signing Officers - Bank Account	x			Two years	Secretary
Management Committee Minutes		x	x	Permanent	Secretary
Management Committee Job Descriptions		x	x	Current only	Secretary
Management Committee Nomination Process		x	x	Current only	Secretary
Management Committee Member Names / Positions		x	x	Permanent	Secretary
President / Management Committee Photos		x	x	Permanent	Secretary
Completed Management Committee Nomination Forms	x			Two years	Secretary
Annual General Meeting Minutes		x	x	Permanent	Secretary
Membership List		x	x	Permanent	Membership Director **
Membership Directories (Annual - printed)	x			Permanent	Membership Director **
Emergency Phone Lists		x		Current only	Membership Director **
Completed Membership Application Forms	x			Current members only	Membership Director
Monthly Newsletters		x	x	Permanent	Newsletter Director **
Equipment Inventory / Equipment disposed of		x	x	Permanent	Facilities / Equipment Director **
Meeting Room Agreements	x				Facilities / Equipment Director
Insurance Papers - PROBUS Canada		x	x	3 years	Secretary
Grant Papers - Milton Community Fund, etc.	x			Permanent	Facilities / Equipment Director **
Blank Forms (Mgmt Committee Nomination Form, Membership Application, etc.)		x	x	Current only	Secretary
Club Charter (framed)	x			Permanent	Secretary
Archival Materials Summary		x	x	Current only	Secretary
					<b>** Forwarded to Secretary / Archivist</b>