



Secretary

- Reports directly to the President of Bowls BC.
- Attends all meetings or designates alternate if unable to attend. If necessary, the chair may appoint an alternate.
- Maintains a current contact list for all Bowls BC BOM, Districts and Clubs.
- Maintains all correspondence received and sent.
- Prepares agenda as per items requested by BOM.
- Circulates meeting notices to BOM with attachments as required.
- Circulates meeting notices to all affiliated Bowls BC Clubs re: AGM with attachments as required.
- Is responsible to transcribe minutes accurately for all Bowls BC meetings.
- Maintains both hard and electronic copies.
- Ensures circulation of minutes, initially sending to BOM for approval and adoption prior to distribution.
- Circulates minutes from AGM to affiliated Clubs and ensures posting on Bowls BC website.
- Arranges for circulation of materials from Bowls BC to Members and working committees.
- Submits changes of Directors and Bylaws as required by Society Act.
- Organizes sign-in sheets, voting cards for AGM/SAGM meetings.
- Files annual reports as required by the Society Act.
- Receives correspondence from Bowls BC Members and forwards to appropriate Director.
- Maintains copies of all financial reports.
- Maintains the custody of all records and documents of Bowls BC, except those required by the Treasurer and those on deposit in Special Collections and BC Sports Hall of Fame.
- Maintains the custody of the Official Seal.
- All budgets and budget requests due to Treasurer by November 30th of each year.
- Is a signing officer of Bowls BC.