

West Point Golf Club Roles & Responsibilities

Secretary

1. Assist the President in the preparation of the Agenda for Board meetings and the AGM;
2. Prepare and distribute the Minutes of each Board meeting and the AGM;
3. Exercise the duties of the President in the President's absence;
4. Maintain the legal status of the Society, as advised by the Society's legal adviser;
5. Collect feedback annually, prior to the AGM, on any changes which have occurred in Directors' job descriptions.
6. Supply new Directors with a copy of the up to date job description / procedures for their position on the Board;
7. Advise directors regarding the Society's By-laws, and monitor adherence to these By-laws, advising the President accordingly;
8. Ensure that new Directors receive an adequate briefing on Board activities, including the By-laws and copies of the previous 12 months Board Minutes;
9. Oversee the locked historic records of the Society, stored in a filing cabinet at the BC Golf House Society, and ensure that these are kept up to date, and are passed on with the key to the next Secretary, while maintaining current records on the WPGC Dropbox and Memory Stick files.

October, 2017