



# Semiahmoo Yacht Club

9540 Semiahmoo Parkway #117

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[www.semiahmooyachtclub.org](http://www.semiahmooyachtclub.org)

## **SEMIAMMOO YACHT CLUB SECRETARY EXECUTIVE OFFICER POSITION DESCRIPTION**

### **POSITION**

The Secretary is elected by the membership annually at the General Meeting for the Nomination of Officers

**General Description:** Record and distribute monthly board, nominations meeting and AGM meeting minutes to executive board. Ensure approved minutes are posted to SYC website by webmaster.

**Responsibilities:** (in addition to Executive Board General Responsibilities and as per Bylaw). Participate in executive board meetings and is a voting member of the executive board.

Review and approve/not approve SYC membership applications circulated by Vice Commodore. If unable to attend a board meeting have another board member take minutes and advise Commodore.

**Monthly:** Attend board meeting and record as presented by each board member. Compile & distribute previous month's board meeting minutes by email to all board members; Mail get well/and or sympathy cards to applicable members and report at monthly board meeting.

### **January:**

**February:** Assist Commodore with AGM email out of documents (previous year's minutes, current year agenda, proxy ballot forms, proposed by-law changes).

**March:** Collect AGM proxy ballots via email.

Record number of memberships present at AGM and record minutes and distribute to board members for input.

Present secretary's report at AGM.

**April:**

**May:**

**June:**

**July & August:**

**September:** Record Nomination of Officers meeting and distribute to board with assistance from Past Commodore.

**October:**

**November:**

**December:**

Date: November, 2018

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Updated by Laura Moore-Dempsey (May, 2019)