

BOW VALLEY LINE DANCE CLUB

POSITION DESCRIPTION

Position: **SECRETARY**

Term: One year

Reporting To: President

RESPONSIBILITIES:

- Maintain custody of the minutes of Board and General meetings.
- Keep all official records of the BVLD Club (ie: insurance policy, Service Alberta documents).
- Maintain a records book with all meeting minutes that will be reviewed annually by two Club members (internal review).
- Prepare annual Society Filing including the annual reviewed financial statement.
- Hold signing authority on the Club bank account.
- At the completion of each term, ensure that the minutes and correspondence for that term is properly organized, identified as to term, and passed on to the incoming Secretary.

Approved: 2018