

LYNN VALLEY GARDEN CLUB

SECRETARY

Constitutional definition:

The secretary shall:

- Keep minutes of all executive and general members' meetings.
- Conduct correspondence.
- Have custody of all records and documents of the society except those required to be kept by the treasurer.

In the absence of the secretary, the president shall call for a volunteer replacement.

Description of Duties

- Write letters (in consultation with the president). The President keeps a list of groups that need to be notified of executive changes at beginning of the year.
- Monitor correspondence received through the LVGC email address: (lynnvalleygardenclub@gmail.com).
- Respond to correspondence by acknowledging receipt to the sender.
- Answer sender's questions, if possible.
- Forward correspondence to other executive members/committee chairs as needed (e.g. membership questions to membership).
- File correspondence.
- Provide Editor or Viewer access to Google drive folders as required to Executive members.
- Advise president & treasurer when thank-you letters are received from organizations that LVGC donates to (e.g. North Shore Community Gardens, Wild Bird Trust); file original correspondence in Secretary's binder.
- Maintain and distribute a list of current executive & committee members' contact information, as needed.

Executive Meetings:

- Take minutes; highlight any actions assigned to exec or committee members, review draft minutes with President; distribute minutes via email to exec. Members; retain minutes in Secretary's Binder.
- Share any relevant correspondence received via email.
- Consider hosting one Executive Meeting a year.

Monthly Meetings:

- Briefly summarize minutes of previous General Members' meeting.
- Read out a brief summary of correspondence received since last meeting.
- Take minutes, prepare final copy, email to President and retain minutes in Secretary's Binder.

Note: Our new mailing address as of November, 2022, is:

Lynn Valley Garden Club
c/o Lorraine Robson, President
3842 Bishop Place
North Vancouver, BC
V7G 2B3

SH Nov. 2017
AMD, JM minor edits 2019
LR minor edits Jan. 2022
SG minor edits May 2023