

The Vancouver Life Drawing Society

Basic Inquiry

(Modified March 20, 2023)

Volunteer Board Position – Secretary

The secretary:

- prepares the Agenda for monthly meetings of the Board; takes and circulates the Minutes of all such meetings; finalizes them in a timely fashion after meetings and chaperones them through other Board members' approval; and works with appropriate volunteers to publish them through the Society's mailing list and website;
- ensures the Society remains compliant with the BC Societies Act by filing the required Annual Reports and making any other filings as required with the BC Societies Registrar under the Act;
- responsible for generating and posting notices in the Studio for general meetings, special events and/or programmes and
- maintains documents and records on the Society's Google Drive such as:
 - Agendae and Minutes of Board meetings, AGMs and any other special meetings,
 - Treasurer's Financial statements and President's Annual Reports,
 - Backups of vital electronic records (membership lists, etc.)
 - any formal correspondence,
 - policy papers and contracts,
 - all records pertaining to lease agreements, insurance, fire inspections and servicing, studio and gallery rentals and shows,
 - Constitution & By-laws and the Societies Act,
 - job descriptions for volunteer positions and
 - any other documentation deemed necessary by the Board.

General Responsibilities of All Members of the Board of Directors

- Participates in monthly Board Meetings; votes on motions and resolutions put before the Board in such meetings; reviews and approves Minutes of such meetings in a timely fashion after their completion;

- Participates and is available and responsive by e-mail in a timely fashion to Board matters and business that for whatever reason cannot be deferred to Board Meetings;
- Actively represents Board decisions to, and solicits input, from Members and non-Member participants in sessions; and participates regularly in sessions with an eye toward identifying issues arising in the Studio or among session participants that should be brought to Board attention.
- Is proficient, or willing to self-train to gain proficiency, in Google Drive; in order to be able to access and contribute to the Board's shared repository of digital documents, materials, records, and data.