

SVIMS Secretary Position – Job Description

The work of the SVIMS secretary is laid out in the society's bylaws, see extract in Appendix A.

Synopsis

The SVIMS Secretary is responsible for the administration of the society's meetings. This means sending out notice of meetings and recording and storing the minutes of meetings. This applies specifically to board meetings and annual or special general meetings. The secretary ensures the necessary filings under the Society's Act.

Appendix A

Bylaws of the South Vancouver Island Mycological Society

Dated May 5, 2021

Part 7 Duties of Officers

41 The secretary must do the following:

- a. Conduct the correspondence of the society;
- b. Issue notices of meetings of the society and directors;
- c. Keep minutes of all meetings of the society and directors;
- d. Have custody of all records and documents of the society except those required to be kept by the treasurer;
- e. Have custody of the common seal of the society;
- f. Maintain the register of members.