



Brockville Women's Network
"Women Supporting Women"
P.O. Box 294, Brockville, ON K6V 5V5

The Role of Secretary

Term: Two Years

The Secretary will be responsible for recording and keeping the minutes of all Executive Meetings as well as the Annual General Meeting. The minutes will be mailed or e-mailed to the Executive members prior to the next scheduled meeting. Corrections and required signatures of the previous minutes will be completed at the next meeting. Signed and corrected minutes will be kept in hard copy in a binder for historic and future reference. Included in the minutes binder will be a hard copy of all Committee reports and Treasurer reports. Said binder will accompany the Secretary to each Executive Meeting.

Specific Duties

- Make a serious commitment to attend Executive Meetings and General Membership meetings to ensure an active, positive presence for BWN.
- Stay informed about committee matters, prepare well for meetings, and prepare and distribute minutes.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Get to know other committee members and build a co-operative working relationship with them.
- At General Meetings, meet and greet the Guest Speaker and other guests, and make every effort to network with our membership.
- Actively participate in and support the yearly Christmas Auction (or similar Scholarship fundraiser), and encourage such support from our membership to ensure the fundraiser's success. Also support personally, as well as encourage the membership as a whole to support, the community project(s) as selected by the Executive for that year.
- Verbally read the minutes from the previous Annual General Meeting (AGM) at the current AGM for General Membership approval. These minutes will be corrected, if required, signed and filed properly for historic and future reference.
- Develop Executive Meeting Minutes, and distribute in advance to all Executive members.
 - Executive Meeting Minutes should follow the Robert's Rules of Order process to include notation of all resolutions and motions:
 - Call to Order, Approval of previous minutes, Treasurer's Report, Review of Committee Reports (Programme Report, Membership Report, Telephone Report, Communications Report, Inreach/Outreach Report, Scholarship Report, Vice-President Report and Past President Report), New Business and Other Business
- Every resolution that is adopted should be entered, which can be done in this manner: "On Motion from Ms. Delany, it was resolved that we shall..."
- Committee reports which will be reviewed at each Executive Meeting shall be shared by the Chair and preferably a written report provided to the Secretary to be attached to the current Executive minutes. Whereby a written report is not provided, the Secretary shall make notations in this manner: "The Committee of _____ reported a series of resolutions, which were thoroughly discussed and amended, and finally adopted as follows: Resolved that..."
- Executive members and General Membership names shall be addressed in full in all notations.
- If it has been decided to capture the content of a discussion, the notations should contain carefully prepared abstracts of that discussion.
- Act as the keeper of the Ladies' Room decorations and set up for each General Membership Meeting.