

June, 2016

Subject: Secretary role BYC Board of Governors

-Ensures minutes of BYC Board and general meetings are prepared, catalogued, stored and communicated according to bylaws and Board terms of reference

-Works with BYC coordinator to ensure timely communication and response to requests, correspondence etc

-Serves as Chair of the Member services/ Communications Committee

-Provides regular and annual reports to the Board and Membership and specific reports as requested

-Ensures safe storage and use of the seal of BYC and ensures it is used on documents upon resolution of the Board (Bylaw 11.3)

-Ensures that the BYC files its annual statement, a list of board of directors and addresses and dates of appointment or election to the Registry of Joint Stocks within fourteen days of a change of directors (Bylaw 11.1)

-Ensures that a copy of every special resolution is filed with the Registry Joint Stocks within fourteen days of resolution being phased (Bylaw 11.2)

- At the request of the Board and subject to its directions will perform the duties of the Commodore during the absence, illness or incapacity of the Commodore and Vice Commodore or during a period as requested by the Vice Commodore (Bylaw 9.3)