Job Descripton: Secretary of the BC Barrel Racers Association

1. Know and understand the rules and bylaws of the Association.
2. The B.C.B.R.A is a member of the Societies Act #S0027876. An annual Report is sent to the Societies Act with names of the new Directors added and old Directors removed. This report must be filed 30 days after the AGM is held. The names of the new directors (will come from the AGM minutes) must be sent to the Treasurer so that the report can be filed and paid for.
3. Arrange meetings as per the President &/or Directors by emailing &/or contacting all directors and insure there is a quorum.
4. As of 2020 the BCBRA uses the conference communication on the internet called Zoom. The secretary usually sets up these meetings. (Directors can elect to phone in or join via internet)
5. Optional: Each year the directors' quorum is reduced by a motion at the first meeting to have a minimum of 7 directors for quorum. Reason being, without the motion we must go by " 1/2 of the elected directors" to have a quorum. This has proven to be difficult in past years when important decisions are needed to be made.
6. Write up and compile agendas for both the directors' meetings' and AGM. Currently the AGM is held on the finals of each year. Prepare agendas, obtain a copy of the year end financial statement from the treasurer, and prepare a sign in sheet for the members who attend the AGM. At the AGM we usually have about 50 copies of all (agenda and financial statement) to hand out to members.
7. Forms: Race Forms may need updating, check with motions &/or discussion made at the AGM or directors' meetings. This information must be forwarded to the Treasurer who has the master copy.
8. Update the rules and bylaws of the association after the AGM and forward to the website director for posting.
9. After the AGM, all directors must sign and send to the secretary a signed “Oath of Commitment”.
10. The secretary is responsible for the Board of Directors of the B.C.B.R.A. Policies and Procedures updates (if required) . Insure all directors have read and agree to these Policies and Procedures.