

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - BOARD OF DIRECTORS

1. **OFFICIAL TITLE:** SECRETARY

(See page one of this document for ideas or create your own that will be more accurate.)

A. **OFFICIAL ROLE:** Documenting discussion from monthly meetings, AGM, and executive meetings.

B. **Voting Rights** (circle one): **Yes**

Executive Committee Member **YES**

C. **Official Duties:** 1. record minutes of monthly meetings, type and forward (by e-mail) to all board members. 2. Record minutes from executive meetings, and forward to executive members by e-mail. 3. Count attendees at monthly meetings. 4. Also record names of board members present at these meetings. 5. In Charge of filling out and mailing Thank You notes as requested and directed by the executive.

D. **Day to Day Responsibilities:** *(Fill out only those that are applicable to your role.)*

a. **A list of tasks you are doing at each monthly meeting:**

b. **Official FCA-COC Documents:** *(Please list any paperwork that you have in your possession and/or any paperwork you are responsible for obtaining on behalf of the FCA-COC.)*

c. **Equipment/Supplies:** *(Please list **all FCA-COC purchased items** presently in your possession, and explain **how** and **when** these items are used during the orchestration of your official role.)*

d. **Sub-committee(s):** *(Please provide a breakdown of how the FCA-COC Membership is involved in order to help you complete your role.*