

Secretary

Department:	Board	Reports To:	Commodore/Board of Directors
Location:	Office	Direct Reports:	N/A
Salary Range:	N/A	Position Type:	Volunteer

Position Summary

The Secretary is a key officer of the Yacht Club, responsible for ensuring accurate records of governance, effective communication of Board decisions, and compliance with regulatory and reporting requirements. The Secretary supports the Board of Directors and contributes to the smooth and transparent operation of the Club.

Key Responsibilities

General Responsibilities

- Assist the Commodore and Vice Commodore in the discharge of their duties;
- Assist the Commodore and Vice Commodore with the management of the club as outlined in the Bylaws;
- Uphold the Code of Conduct of Board members as set out in the Bylaws;
- Contribute to the understanding of SYC policies and procedures and assist in the development or interpretation of the same;
- Ensure the maintenance of a safe and respectful workplace involving staff and members alike;
- Monitor Secretary emails and address issues as they arise;
- Actively be involved in and promote SYC events, races and cruises and encourage other social and senior members to participate;
- Assist with the planning, coordination, and documentation of the Annual General Meeting;
- Support the Board in understanding, interpreting, and updating Club policies, procedures, and bylaws;
- Attend all Board meetings, and any other meetings called at SYC as required to fulfill responsibilities of the position;
- Participate in the annual strategic planning process and the annual budgeting process including development of budget for area of responsibility;
- Carry out such other duties as the Commodore and Vice Commodore may delegate from time to time; and
- Assist in the selection of a successor for the Secretary role and provide incoming Secretary with relevant transition information to assist with following year's activities.

Documentation Responsibilities

- Record accurate minutes of all Board meetings and the Annual General Meeting (AGM), and distribute draft minutes to Board members in a timely manner in accordance with Club policy;

- Prepare meeting agendas in consultation with the Commodore/Chair and circulate relevant documentation prior to meetings;
- Maintain official Club records, including minutes, resolutions, policies, and governance documents;
- Draft and issue correspondence on behalf of the Board, including formal letters, notices, and acknowledgements, as directed;
- Ensure compliance with applicable regulatory requirements, including filing the annual Societies Report with the BC Register of Services (or applicable authority) and submitting required fees within prescribed timelines;
- Report changes to the Board of Directors and officers to the appropriate regulatory bodies as required;
- Coordinate updates to authorized signing officers for Club financial transactions with the Club's financial institution;
- Serve as an authorized co-signer on cheques and other financial documents, as required; and
- Coordinate with the webmaster or communications lead to ensure notices, policies, and governance updates are posted and kept current.

Qualifications

- Strong written communication and organizational skills;
- Attention to detail and ability to maintain accurate and confidential records;
- Familiarity with board governance, meeting procedures, and regulatory reporting (or willingness to learn);
- Possess a clear understanding of Summerland Yacht Club's policies, bylaws, and rules as well as those for non-profit organizations;
- Ability to work collaboratively with Board members and volunteers;
- Basic computer skills, including email, word processing, and document management; and
- Previous experience in an administrative, governance, or non-profit role is an asset.

Work Environment & Schedule

- Primarily office-based within the clubhouse;
- Interaction with club members, leadership, staff, and outside vendors is routine;
- Attend:
 - Board meetings (1/month); and
 - Social functions (1/month)

Version Number	Date	Modified By	Changes Made	Status (Approved, In Review, Finalized)
1.0	2-Feb-2026	Joanne Sproule	Creation	In Review
1.1	2-Feb-2026	Joanne Sproule	Added Footnote with page numbering, version control, date.	Finalized