

The responsibilities of the secretary include:

- 1) Take minutes at all executive meetings. When not present, will delegate a replacement to take notes.
- 2) Post meeting minutes on the website within 1 week of each meeting.
- 3) Update the policy documents as well as the executive manuals as directed by the executive.
- 4) Schedule executive meetings, generally once per month unless the executive determines otherwise.
- 5) File a team application for each LIWSA team by June 30th of each year, along with a \$50 cheque per returning team and \$100 cheque per new team. The application form can be found at: http://www.liwsa.com/sites/default/files/uploaded_forms/team_registration_form_2014-15.pdf
- 6) File a team application for each VISL team by July 15th of each year, along with a \$200 cheque for each team. The application form can be found at: <https://www.teampages.com/organizations/278/documents>
- 7) File an Annual Return for the club, within 1 month of the AGM.
 - a) You can file at www.gov.bc.ca/SocietiesAct
 - b) Our access code for 2015 is 136959103, the new number will get mailed to us every year.
 - c) The Incorporation Number is: S-0053640
 - d) Use the address of the current president as the society address.
 - e) You will need the address of all the directors
 - f) You will need to pay a \$25 fee, which will of course be reimbursed.
- 8) File a Team Affiliation form for each VISL team by Oct 13 of each year. The affiliation forms can be found at: <https://www.teampages.com/organizations/278/documents>