

## ARROWSMITH NATURALISTS CLUB ELECTED POSITIONS (2021)

EXECUTIVE POSITIONS WITH VOTE		Executive meets 2nd Monday, except July, Aug and Dec. at 1pm by ZOOM or TBA.
		Brief descriptions of duties. More details available from current executive.
<b>PRESIDENT</b>	Description of role	Presides over general meetings(2021). Ex-officio member of all committees. Represents the club to the community. Writes report for newsletter.
	Skills required	Public speaking skills, organizational skills.
	Meetings	General meetings and executive meetings.
	Communicate with:	Executive, newsletter editor, other community groups.
<b>PAST PRESIDENT</b>	Description of role	Heads nomination committee and presides over election/appointment of volunteers at AGM. Reserves room for executive meetings and books site for annual club picnic.
	Meetings	General meetings and executive meetings.
	Communicate with:	Executive and club members.
<b>VICE PRESIDENT</b>	Description of role	To act in the place of the President when the latter is unable to do so. (In 2021 the V.P. presides over the executive meetings)
	Skills required	Public speaking skills, organizational skills.
	Meetings	General meetings and executive meetings.
	Communicate with:	The Executive
<b>AS OF AGM 2014 THE SECRETARY ROLE WAS SPLIT INTO TWO POSITIONS</b>		
<b>EXECUTIVE SECRETARY</b>	Description of role	Prepare draft agendas for executive meetings and finalize after feedback. Take minutes at executive meeting and send draft to executive for corrections. File paper copies in binder within seven days of meeting and send copy to archivist. Fill in for general meeting secretary if needed.
	Skills required	Word processing, organizational skills.
	Meetings	Executive meeting; General meeting optional.
	Communicate with:	Executive, Archivist.
<b>GENERAL MEETING SECRETARY</b>	Description of role	Prepare agenda for general meetings. Take minutes at general meetings and complete within one week. November AGM requires more time. Revise Constitution if required. Fill in for Executive secretary if needed.
	Skills required	Word processing, organizational skills.
	Meetings	General Meeting; Executive meeting optional.
	Communicate with:	Executive, the Archivist.

<b>EXECUTIVE POSITIONS WITH VOTE</b>		<b>Executive meets 2nd Monday, except July, Aug and Dec. at 1pm by ZOOM or TBA.</b>
<b>TREASURER</b>	Description of role	Maintain financial books and records of the club and use these to produce quarterly financial statements. Year-end report to be reviewed by an auditor agreed upon by the club. Perform banking duties. Update members at general meetings. <b>Books general meeting venue.</b>
	Skills required	Math proficiency.
	Meetings	General meetings and executive meetings.
	Communicate with:	Executive; auditor, general meeting venue host.
<b>MEMBERSHIP SECRETARY</b>	Description of role	Take in membership forms and fees and record info. Enter data into BC Nature admin. website. Add new members' email addresses to club gmail account. Report at general meetings. Take orders for name badges. Ensure club insurance is paid for and up to date. Check P.O.Box 1542, Parksville at least once a week.
	Skills required	Computer skills, organizational skills, people skills.
	Meetings	General meetings and executive meetings.
	Communicate with:	Treasurer, BC Nature, Gmail coordinator
<b>DIRECTORS AT LARGE (Four directors)</b>  <b>The Field Trips Coordinator in 2021 is automatically a director.</b>	Description of role	Assist in the running of the club; bring forward ideas.
	Skills required	Directors bring their own skills and interests.
	Meetings	General meetings and executive meetings.
	Communicate with:	Executive and other club members.