

ARROWSMITH NATURALISTS CLUB ELECTED POSITIONS (2024)

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.
PRESIDENT	Description of role	Presides over general meeting. 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.
PAST PRESIDENT	Description of role	Heads nomination committee and presides over election/appointment of volunteers at AGM.
	Meetings	General meetings and executive meetings.
	Communicate with:	Executive and club members.
VICE PRESIDENT	Description of role	To act in the place of the President when needed.
	Skills required	Public speaking skills, organizational skills.
	Meetings	General meetings and executive meetings.
	Communicate with:	The Executive
EXECUTIVE SECRETARY Role may be combined with Gen. Secretary.	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.
GENERAL MTG. SECRETARY Role may be combined with Exec. Secretary	Description of role	Prepare agenda for general meetings. Take minutes at general meetings and complete within one week. November AGM requires more time. Fill in for Executive secretary if needed.
	Skills required	Word processing, organizational skills.
	Meetings	General Meeting; Executive meeting optional.
	Communicate with:	Executive, the Archivist.
TREASURER	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 a person agreed upon by the club. Perform banking duties. Update members at general meetings. Book general meeting venue.
	Skills required	Math proficiency.

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	Meetings	General meetings and executive meetings.
	Communicate with:	Executive; auditor, general meeting venue host.
MEMBERSHIP SECRETARY	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
DIRECTORS AT LARGE (Four directors)	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.
DIRECTOR OF SPECIAL PROJECTS.	Description of role	Take on projects that are outside of the club's usual activities.
	Skills required	Organizational skills, people skills.
	Meetings	General meetings and executive meetings.
	Communicate with:	Executive and other club members.