

## **Guidelines for Recording Secretary SGEE**

### **Meeting Minutes:**

- Responsible for the preparation and custody of Minutes of the Meetings of the Society, and its Board of Directors. In general Minutes shall include the following:

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1. Name of the Group or Committee holding the Meeting
2. Place, time, and date of the meeting
3. Meetings: Board of Directors via email, meetings before and after AGM, AGM
4. Names of Members present and absent
5. Meeting called to order by Chairperson or substitute ( Name) Secretary or substitute ( Name)
6. Time meeting was called to order.
7. Statement that minutes of previous meeting were read and adopted
8. List of Reports received and adopted. ( Reports to be attached to file copy of the Minutes)
9. A record of all Motions that were made and seconded (Names of Mover and Secunder required)
10. A record of whether motions were carried, defeated or tabled
11. A full description of all resolutions that were adopted or defeated.
12. Where votes are by secret ballot a record of all votes cast must be made showing the number for/against/spoiled
13. Time of adjournment: Motion for adjournment requires no secunder
14. Name of Secretary or Substitute

- To provide copies of minutes from the previous Annual General Meeting to all Members attending for vote to accept or revise as necessary. Once Minutes have been adopted they should be sent to the Webmaster for posting "Members only" section of the Website. They should also be provided to the Journal editor for publication in the September SGEE Journal sent to members.

- To provide a copy of Board of Directors meeting and email business minutes to members of the Board for approval before the AGM (vote shall be held at the Directors' meeting)

NOTE: with the exception of Motions which must be verbatim, minutes should summarize what is discussed. Minutes must be accurate as they may be called upon in the future to resolve disagreements.

### **Meetings:**

- There are basically 4 Meetings per year that require reporting:

1. Annual General Meeting
2. First Meeting of Directors to elect Officers and make Committee Appointments for the year.
3. Board of Director discussions that are carried out electronically, throughout the year via email.
4. Second Board of Directors Meeting prior to the AGM to ratify any necessary items. This can be in person at the Convention if there is a quorum or via teleconference call.

### **Board of Director's Meetings:**

- The first Director's Meeting should take place immediately after the AGM if possible. Failing that the first Director's meeting shall take place within 14 days of the AGM.

\*\*\* The same procedures as under Meeting Minutes 1-14 is followed

The first order of Business will be to elect the Officers for the coming year. (i.e. President, Vice President, Recording Secretary, Treasurer)

- The appointment of Directors to the various Committees is to be ratified.

- The appointment of Chairpersons to the various Committees is to be ratified.

NOTE: After approval of the Directors, the Directors' Minutes shall be sent to the Webmaster for inclusion in the "Directors Only" portion of the SGGEE Website.

Note:

- Advise the Webmaster and the Editor of the SGGEE Journal of the following:
- 1. Names and email addresses of Officers and Directors
- 2. Chairperson and assigned Director Liaison to each Committee and their email addresses.

Other Duties

- The Secretary should maintain a record of ongoing discussions via email and email Directors a summary of same on a quarterly basis.
- September Annually: Submit Change of Directors form (form 4006). Found at:  
<http://www.ic.gc.ca/eic/site/ed-dge.nsf/eng>
- April Annually: Contact Committee Chairpersons regarding submission of budget requests to Treasurer for upcoming fiscal year.
- May Annually: Contact Past President to arrange appointment of Nominating Committee (2 Members)
- June Annually: Contact Directors to find out who will be attending this year's AGM
- June Annually: Contact all Committees via the Director appointed to ensure written Reports will be available for the AGM.