

Recording Secretary – Job Description

JOB PURPOSE

Collect, manage and preserve the records of the SDHS.

DUTIES AND RESPONSIBILITIES

Record and preserve Minutes

Record information for annual reports e.g list of current Directors

Keep copies of the SDHS bylaws, policies and processes

Collect and record volunteer hours from members / Committee Chairs

AUTHORITY AND ACCOUNTABILITY

Can co-sign checks contracts and documents which require the signature of the Society.

In the absence of President and Vice, Chairs Board meetings until the election of an alternate Chair

SKILLS KNOWLEDGE EXPERIENCE:

- General knowledge of administration
- Communication skills – minute-taking and writing
- Computer literate and access to a computer
 - word processing skills
 - spread sheet skills
 - email skills
 - file management understanding
 - database knowledge is helpful

Recording Secretary – How To

Record Minutes

Ensure that minutes are taken in the official minute book at regular Board meetings, at general and annual meetings. Word process the Minutes and save the files electronically.

In time for Director meeting, on the first Monday of most months, circulate the minutes by email to the Directors. Also, put a hard copy in the SDHS “secretary’s binder.”

Present the Minutes for approval at the Directors meetings and record any needed amendments.

Each January, for the Director meeting, update the list of Directors and Committee Chairs.

As needed, send amendments to the bylaws or other incorporating documents to the District 10 Director of the OHA

Collect Volunteer Hours

Each month, canvass all Board members, Committee Chairs, members, for their Volunteer Hours. Work together with the database administrator to enter the hours on the provided spreadsheet / database.

In November, the database administrator runs a report which calculates the total hours. This information is passed on to the membership and used for various annual reports.

Help compile Annual Reports

There are three mandatory reports that must be filed annually. The Executive Directors work on these together with the Secretary.

1. Annual Report for AGM - November

Each November, the Secretary gathers information from Directors and Committee Chairs about their activities for the past year. (Committee Reports can be given to the Secretary at any time throughout the year). Together with the Executive, the Secretary compiles the AGM Report from the information provided.

Typically, the AGM Report includes a president’s Message, paragraphs from active Board Committees, volunteer hours, audited Treasurer’s report.

Print approximately 20. Circulate the report -one for each table - at the SDHS Annual General Meeting the last Monday in November. The members at large approve the report in front of the District 10 Director. Keep a copy of the AGM report in the SDHS secretary’s binder.

2. OHA report – due Feb 1

This report is needed to ensure that we stay in good standing with the OHA. We then have benefits, such as the ability to apply for grants from the OHA and liability insurance coverage. The report is filled online on the OHA site. It includes updates to the Society Contact information, names of incoming Directors, total number of adult members (which includes new members) and number of new members. As well, there are sections to note youth report, Meetings, Anniversaries or Special Events, Educational Activities, Flower Shows, Garden and bus Tours, Community Work, projects and plantings started or continued and scholarships. The summary report is less than 100 words. <http://www.gardenontario.org/abo/forms.php>

3. Ontario Ministry of Agriculture Report – due Feb 1

This report is needed to get the grant of \$1500 for Societies with 200+ members.

It is basically the same as the OHA report and is completed online. It asks for Society contact information, Directors information, activities during the year and financial information.

Annual Reporting for Horticultural Societies

OHA Annual Report 2016 for Societies:

There are 2 ways to complete the OHA Report: 1.) on-line. Click here for an [instructional video](#). **Filing the report in this way will save postage and effort.** Thank you in advance for your co-operation.) 2.) request a form ([.doc](#)) ([.pdf](#)) from your District Director.

OMAFRA Annual Return & Grant Application:

http://www.omafra.gov.on.ca/english/rural/returns/hortreturn_grant.htm

Volunteer Hours Form:

There are 2 ways to complete the OHA Volunteer Hours Form: 1.) on-line. (Click here for an [instructional video](#). **Filing the report in this way will save postage and effort.** Thank you in advance for your co-operation.) 2.) request a form ([.doc](#)) ([.pdf](#)) from your District Director.
