



100 fun soccer
Plains feux sur le plaisir!

GLOUCESTER DRAGONS SOCCER CLUB

1-5510 Canotek Road
Gloucester, Ontario

613-749-4029
dragonsoccer.ca

SECRETARY

Excerpt from Gloucester Dragons By-Laws, January 2022

ARTICLE 6: DUTIES OF BOARD OF DIRECTORS

The Board of Directors shall conduct the business of the club during the periods between general meetings and in accordance with the authority granted to it in the club's by-laws.

The Board of Directors shall be responsible for the appointment and the renewal of appointments of all positions within the club except for the positions elected by the club's members at general meetings. This shall include the appointment or revocation of appointment of volunteer and paid positions within the club.

Secretary

The Secretary shall:

- Keep a record of all minutes of the club.
- Keep on file all committee reports.
- Maintain the bylaws and other corporate records and policies.
- Send the membership a notice of each general meeting and the Board notice of each Board meeting.
- Conduct the correspondence of the club that is not the proper function of another office or committee.
- Prepare an order of business, prior to each meeting and in consultation with the presiding officer.
- In the absence of the President and Vice-President, preside until the immediate election or appointment of these positions.