

SECRETARY-TREASURER JOB DESCRIPTION (updated Nov.2011)

Membership

- compose membership invoice form, send to printer
- January: mail annual invoices to members, pending members, past members who might rejoin
- receive and record payments and orders for extra cottage tags, boat stickers, yearbooks, pennants, donations and all information for Yearbook
- record donations made to GBA Foundation, GBLT, PABERT, Marine Patrol, PaBIA
- send second notices to those unpaid by Yearbook deadline
- keep membership director informed re. new members, unpaids, etc.
- add new members to cottage patrol lists
- keep record for In Memoriam in Yearbook and Fall Newsletter
- prepare and mail membership package in May: Yearbook, cottage tags, boat stickers including any extra items ordered
- print and mail out copies of E-Newsletters to members who do not have e-mail
- send email changes and additions to Hilde Clark to keep Constant Contact list up to date
- liaison with Ojibway through Judy Hurlburt (Secretary to Ojibway Board) to prepare membership lists for Yearbook

Banking, Financial Statement

- receive and deposit all payments of membership dues
- receive and deposit all payments for Yearbook advertising
- send payments for all PaBIA invoices
- keep records of all payments made and deposits
- balance records with monthly bank statements
- prepare annual financial statement

Yearbook

- compose advertisement 'rate card', with approval of Hilde Clark (yearbook editor)
- mail rate card to past and potential advertisers as well as including in January membership invoice mailing
- receive and record all orders and payments for advertising on database
- send invoices to advertisers who do not make payments with orders

Cottage Patrols

- keep patrol route lists up to date with additions of new members and deletions of unpaid members as well as adding extra tags purchased and checking multiple memberships for a single property, before first round in October
- send lists to patrolman with individual punches for fall, winter and spring rounds
- record all reports from patrolman and contact property owners immediately

Marine Patrol

- complete application forms for government funding before deadline (on-line)
- keep records of patrollers information
- pay WSIB premium
- calculate and complete bi-weekly paycheques, including EI deductions
- at end of season, calculate CPP deductions and vacation pay
- pay CPP and EI employer's premiums

Marine Patrol (continued)

- at end of season, complete Revenue Canada forms for T-4 and Record of Employment
- send invoices for Marine Patrol support to GBLT (pre and post season)

Meetings

- book and make all arrangements for Spring Directors' Meeting
- record Minutes at all meetings including conference calls
- receive and distribute reports from/to all Directors prior to Spring Directors' Meeting
- distribute Minutes to Directors

GBA , GBLT

- prepare mailing labels, prepare and mail GBA Update mailings
- distribution of GBA related information to Directors

Township of the Archipelago

- liaison for all TOA mailings
- payment of property taxes for Pontiac Islands group (*this will be changing*)

Pontiac Islands (*this will be changing*)

- payment of property taxes, sending information re tax payments owing to PaBIA to lessee
- invoice lessee for taxes and lease payments annually

Maps

- receive payments from maps sold through Pointe au Baril Chamber of Commerce
- keep records of number of maps sold and maps on hand at C of C
- inform Maps Chair of numbers sold and on hand at end of season
- inform Maps Chair of changes needed to current editions of maps

General

- filing of all materials and keeping computer files up to date
- receiving and making calls and emails about all PaBIA business and services, especially cottage patrol reports and advertisers year-round.
- handling any other business/requests from Board as required
- Annual Honorarium: \$6,000.00