

SECRETARY-TREASURER JOB DESCRIPTION

SEE ALSO SCHEDULE C IN 2020 BY-LAWS

Membership

- compose membership invoice form, to be approved by Communications Director, 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 GBF, GBLT, GBBR, OHPS, Marine Patrol, PaBIA
- send reminder notices to unpaid members before Yearbook deadline
- keep membership director informed re. new members, unpaids, etc.
- keep Junior Members Chair updated re. new members
- add new members to cottage patrol lists
- keep record for In Memoriam in Yearbook, send entries to Communications Director for including in Connections e-newsletters
- prepare and mail membership packages: Yearbook, cottage tags, boat stickers including any extra items ordered (burgees mailed separately)
- send email changes and additions to Communications Director to keep Constant Contact list up to date
- send Yearbook Update (additions to and changes to membership lists in Yearbook) to Communications Director for “Connections” e-newsletters
- liaison with Ojibway Club re 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 and deposits
- balance records with monthly bank statements
- prepare annual financial statement
- after membership payment deadline, send cheques to GBF, GBLT, GBBR, OHPS to cover donations made and list of donors and amounts – if further payments are received, send second cheques later in the year

Yearbook

- compose advertisement rates and submission pages, with approval of Communications Director (yearbook editor)
- January - mail and/or email rate page to past and potential advertisers
- receive and record all orders and payments for advertising
- send invoices to advertisers who do not make payments with orders

Cottage Patrols

- keep patrol lists up to date with additions of new members and deletions of unpaid members, recording 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 by email immediately

Marine Patrol

- keep records of patrollers' information
- pay WSIB premium
- prepare pay day summary and relevant information for patrollers at beginning of season
- calculate, complete and deliver bi-weekly pay cheques, including EI deductions
- at end of season, calculate CPP deductions and vacation pay
- pay CPP and EI employer's premiums
- at end of season, complete Revenue Canada forms for T-4 and Record of Employment
- send invoices for Marine Patrol support to GBLT (post season)

Meetings

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

Maps

- receive payments from maps sold through Desmasdon's Boat Works
- pay annual \$400 'map handling' fee to Desmasdon's
- inform Maps Chair of numbers sold and on hand at end of season
- inform Maps Chair of changes needed to current edition of maps

General

- file all materials and keep computer files up to date
- receive and make calls and emails about all PaBIA business and services, especially cottage patrol reports and advertisers year-round.
- handle any other business/requests from Board as required
- Annual Honorarium: \$10,000.00 (as of 2020)