

District Secretary

It is recommended that the district secretary be an elected delegate or alternate. This position is viewed as a leadership development opportunity. A delegate or alternate holding this position will be paid a \$500 honorarium by Grain Farmers of Ontario. Honorariums are to be claimed via expense form in December.

A delegate or alternate may hold the positions of both secretary and treasurer. In this circumstance, they may claim two honorariums.

If no delegate or alternate wishes to hold this position, the role of treasurer may be held by a professional service provider. Payment to the provider is an eligible expense under the District Grant program. An invoice must be provided for services.

Key responsibilities

- Prepares the official minutes of the meeting and records motions, discussions, votes, and decisions
- Ensures delegates are given appropriate notice of meetings as scheduled by the chair.
- Ensures the chair's meeting agenda and previous meeting minutes are distributed ahead of a meeting
- Oversees the distribution of background information for agenda items to be discussed
- Ensures any changes or corrections to previous meeting minutes are recorded
- Records a list of attendees present at all meetings
- Prepares resolutions and submits them to the Grain Farmers of Ontario office.