

**Notes – Jan 26, 2021**  
**Transition Sooke Board**

1. Role of the board
  - a. Manage the organization
  - b. Ensure general meetings and AGM occur
  - c. Formal correspondence
  - d. Co-ordination - making sure things get done
  - e. Ensure that someone is responsible for communications and administrative tasks
  - f. Sober second thoughts on direction of the organization
  - g. Deal with Societies Branch requirements
  - h. Deal with our Legal liability – mostly financial stuff
  - i. Meet quarterly
2. Who is staying and who is leaving the board?
  - a. David Mallett and Sam Webb are stepping down
  - b. Jo, Lily, Bernie, Moki, Susan B, Alan willing to stand again
3. Who are possible prospects for the board?
  - a. Others we might ask – Chris Moss, Lynn Moss, Hester Vair
4. How do we get all the jobs done?
  - a. Attaching jobs to specific board members – we do that with president and treasurer. A number of board members have lots of jobs.
  - b. Put fancy titles on the jobs to attract people — Membership Captain,
  - c. Ask at General Meetings and AGM
  - d. Put an ask in the newsletter
  - e. Put an ask on the Active Members list
5. Exploring /mentoring for new jobs
  - a. Susan B interested in learning more about website
  - b. Bernie interested in learning more about newsletter

\*\*\*\*\*

Jobs (incumbent):

1. Newsletter (Alan)
2. Website (Alan)
3. Publicity (Lily)

4. Membership (Alan)
5. FaceBook – coordinator (Yvonne), posters (Alan, Yvonne, Paula)
6. Note-taker for general meetings and AGM including distribution (rotating Alan, Susan B, Moki)
7. Prepare Agenda/facilitate general meetings (Alan and Susan B)
8. Team/Initiative/Working Group facilitators, ad hoc and ongoing (many people)
9. Treasurer (David M)
10. Societies Branch Liaison (Moki and David M)
11. President (Moki)

