

Transition Sooke Steering Committee Duties of Officers

The **Coordinator** is responsible for doing, or making the necessary arrangements to:

- Maintain a list of the working groups, keep in touch with these groups, and contact any Working Group that has not reported in four months to request a report at the next meeting
- Send out notices for Regular Meetings and General Meetings and Steering Committee Meetings
- Ensure that facilitators prepare agendas for Regular Meetings and General Meetings
- Ensure there is a facilitator and an agenda for all Steering Committee meetings
- Provide initial contact for Transition Sooke from people outside the organization
- Answer correspondence (electronic and print) and keep a record of correspondence sent and received by Transition Sooke
- Ensure that there are note-takers for all meetings
- Notify people of meetings including Steering
- Maintain record of correspondence (on gmail)

If the coordinator designates someone else to be responsible for these duties they will inform the Steering Committee and the membership of their designate and their particular duties.

The **Secretary** is responsible for doing, or making the necessary arrangements to:

- Maintain the registry of members (currently on active members listserve).
- Give new members copies of “Who we Are and How we Do things,” as well as a copy of the bylaws and the constitution, if requested
- Maintain documentation of policies of Transition Sooke in order that they can be accessed relatively easily
- Maintain documentation of all records except the financial ones
- Keep records of minutes of:
 - Regular Meetings (stored on personal computer and TS website) – Notetaker sends minutes to participants at meeting for corrections and additions, and then notetaker sends notes to Active Members. Once minutes are approved at the next meeting, Secretary sends notes with any changes and clearly marked “Approved” to Claudia to post to the website

- General Meetings including AGM (stored on personal computer and website) – Secretary sends DRAFT minutes for Claudia to post and then when they are approved a year later, send the new, approved minutes to Claudia
- Meetings of Steering Committee (stored on personal computer and on website) – Notetaker sends notes out first to the SC members for corrections and then to Claudia to post on the website as final (not as a draft).

If the secretary designates someone else to be responsible for these duties they will inform the Steering Committee and the membership of their designate and their particular duties.

The **Treasurer** is responsible for the financial management and oversight of Transition Sooke's finances. The **Treasurer** is responsible for doing, or making the necessary arrangements to:

- Monitor the bank account, manage cash flow, reconcile bank statements, and keep accounting records of Transition Sooke's financial transactions
- Develop systems for ensuring the organization's solvency as required
- Help Transition Sooke develop financial policies as required and monitor adherence to these policies
- Prepare the annual financial report
- Prepare audit report if required
- Prepare Transition Sooke's financial reports for regular monthly meetings, regularly render statements to the Steering Committee and members, and file legal forms as required

If the Treasurer designates someone else to be responsible for some of these duties, they will inform the Steering Committee and the membership of their designate and their particular duties.

The **Communications officer** is responsible for doing, or making the necessary arrangements to:

- Oversee the overall communications at Transition Sooke to ensure we put out consistent messages and have a recognizable "look and feel"
- Publicizing Transition Sooke events
- Oversee media relations – media strategy, op-eds, media releases, media interviews, and advertising
- Oversee displays and booths at events
- Manage the website, the newsletter and social media
- Store banners, pamphlets, signage, sandwich boards, table, tent etc. for use at events.

- (Develop a TS communications guide with direction on visual identity, process and content/messaging for approval by active members)

If the Communications Officer designates someone else to be responsible for some of these duties, they will inform the Steering Committee and the membership of their designate and their particular duties