




Policy Name	Organized Hamlet of Pelican Cove/RM of Leask				
	SECRETARY TREASURER				
	Motion No.	Date	Chair	Vice-Chair	Secretary
Adopted	35/24	Oct 24/24			
Amended					

As per the *Municipalities Regulations, Saskatchewan*, the Hamlet Board Secretary Treasurer is required to record and keep minutes for all meetings.

Procedures:

- a) The Secretary Treasurer is appointed by the OH Board.
- b) Review bills received for payment and prepare requisitions for payment.
- c) Record and prepare minutes of OH meeting.
- d) Have board members sign requisitions and initial receipts.
- e) Submit approved minutes and signed requisitions to the RM of Leask 10 days prior to the RM of Leask Council meeting for review, approval and payment.
- f) Submit a draft copy of unapproved minutes to the RM of Leask if unable to submit an approved copy within 30 days after the meeting has taken place.
- g) Present OH financials to Ratepayers at AGM
- h) Work with board members to prepare and complete OH annual budget for submission to the RM of Leask prior to March 31 of each year.
- i) Work with Board members to complete and update OH/RM policies as required.
- j) Work with RM Administrator, Council and OH Board to establish on-going communication.
- k) Shall send a copy of every policy adopted and approved by the Hamlet Board to the RM within 30 days of OH approval so they can be made available for Public Inspection.