

<p align="center">The Organized Hamlet Of Pelican Cove (OHPC)</p>	<p align="center">Title of Policy</p> <p align="center">Secretary/Treasurer</p>
<p align="center">Responsibilities</p>	
<p>Effective Date: JAN 30 / 2024</p>	<p>Approval: KS, JKB</p>
<p>Review Date(s):</p>	<p>Amendment Date(s):</p>

POLICY STATEMENT:

- a) The Secretary/Treasurer is responsible for preparing documents for board meetings and financial updates.

PROCEDURES:

- a) The Secretary/Treasurer is appointed by the board;
- b) Review bills received for payment;
- c) Record and prepare motions for meetings;
- d) Work with OHPC bookkeeper to prepare requisition's;
- e) Record OHPC meetings and have documents signed by directors;
- f) Submit minutes and signed requisitions to RM of Leask 10 days prior to RM meeting for review, approval and payment;
 - a. RM will post signed meeting minutes on RM website;
 - b. RM will send updated financials monthly to OHPC email;
- g) Review financials with OHPC bookkeeper to assure they match requisitions submitted;
- h) Present financials received from RM at AGM;
- i) Work with board members to complete yearly budget and capital plan for RM;
- j) Work with board members to complete and update policies as required.
- k) Attend PARCS annual conference for information and Hamlet updates;