



## **Important Notice from the Glanford Music Parents Association!**

GMPA Call Out for Position of Secretary

**The Executive is currently accepting nominations for the role of secretary.**

We are a fun and easy-going bunch! We would love to see some new faces at our monthly meetings! Please join us if you can.

The **secretary** is responsible for doing, or making the necessary arrangements for, the following:

- Issuing notices of general meetings and directors' meetings
- Taking minutes of general meetings and directors' meetings; and distributes minutes following meetings
- Keeping the records of the Society in accordance with the Act; including a copy of the Constitution and Bylaws
- Conducting the correspondence of the Board;
- Filing the annual report of the Society and making any other filings with the registrar under the Act.
- Files AGM report
- Keeps an inventory of all Glanford Music Parents Association assets including their location.
- Acts as a signing officer if required

Please let Mr. Lienard [blienard@sd61.bc.ca](mailto:blienard@sd61.bc.ca) know if you are interested or email [glanfordmusicparents@gmail.com](mailto:glanfordmusicparents@gmail.com)

Thank you,  
Joanne Buxton  
GMPA President