RASC PRINCE GEORGE CENTRE SECRETARIAL DUTIES

Conduct the correspondence of the Society.

- Issue notices of meetings.
- Attend all business meetings and record the meeting minutes.
- Forward the draft minutes to the members who attended the meeting for an errors and omissions check.
- Email the business meeting minutes to all members. **Always CC the executive and Bcc the general membership.** This ensures that the executive list is visible to all members in the event questions need to be directed to the executive, and privacy policies related to the general membership are adhered to.
- Print and file all minutes and associated financial statements in the filing cabinet.

- Access the RASC IMIS system monthly for current membership information as follows -
Website: secure.rasc.ca
Login: this information is on file.
Password: this information is on file.
There are several reports available for review.
Select ADMIN and then Export to download the latest RASC contact information. Save the file to your computer and edit the data to produce two spreadsheets, one showing all data, and one showing only relevant data. Email as .xls and .pdf files to all executive members, and post a copy of the relevant data spreadsheet on the bulletin board in the observatory control room.
Direct the executive to add/change or remove members from their email distribution lists based on changes made to the membership list since the previous month.

- Renew Evan Williams' membership annually. This is reimbursement for website hosting on his server. A reminder from RASC National will appear in the Centre Yahoo email account in January or February.

- Maintain a current mailing list, both email and Canada Post for those without email.
- Reconcile any bounced email addresses.
- Notify RASC with any changes to member information.

- Send a welcoming letter to each new member via email or Canada Post. Refer to PGAS/Form Letters/New Member Letter.doc and edit as required. Ensure that all letter content contains current information about the Centre.

- Collect the Canada Post mail regularly and distribute to the executive as required. Pod 3 Box 11 at Angus Road South Mailbox Location.
Regularly check for email on the Telus (rascpg@telus.net) and Yahoo (pgcentre@yahoo.com) accounts and respond/forward as required. Passwords are on file.

- Maintain an updated list of key holders with name, key #'s, and date issued. Refer to PGAS/General/Alarm and Building Access for more information.
- Issue new building and gate keys to qualified members as established by executive protocol.
Have new keys cut and numbered as required.

- Maintain an updated list of alarm code users.
- Program new building access codes into the alarm system and test. Assign codes using the existing protocol. Inform the new user of his/her building access code.
Obtain passwords from new alarm code users and forward the following information on to Curtis Elite - Alarm system user address, user's real name, alarm code, password.
Refer to PGAS/General/Alarm and Building Access for more information.

- Maintain a current record of all computer access passwords and software programming licensing information.

- Maintain a file of all warranty information.
- Maintain a file of item specific operating instruction booklets.

- Maintain a file of Criminal Record Checks.
- Obtain Criminal Record Checks for all Centre members involved in Tours and Open Houses.

- Prepare an annual report for the Journal. Submit no later than the end of January. This is done online in conjunction with submitting Centre and Executive board details to RASC National. RASC National will provide the link for inputting the information. Refer to PGAS/RASC Annual Report for previous reports.

- Ensure that the answering machine message is kept current. *98-4-3-1-2
- Check for phone messages and respond as necessary. Local access is *98. This can also be done remotely, the password is on file.

- Check the logbook for omissions; for example - missing start/end times, number of members/visitors.
- Update the Observatory Users Log with information about events not held at the observatory -
i.e. Canada Day, Recreation Markets, administrative time, meetings, lectures at UNBC,
schools, etc. Refer to PGAS/Activity Reports for the spreadsheet.
- Update the Excel Activity Log with data from the Observatory Users Log. The summary information is included with the Gaming Grant application.

- Create or modify the Observatory operating procedures as required, forwarding any changes to the Webmaster and updating the Operating Procedures binders in the classroom and dome room. Refer to PGAS/Operating Procedures.

- Monitor local newspapers for articles directly related to the observatory and club activities. Forward to the Webmaster for inclusion on the club web site.

- Submit government forms as required. (Form 11 Society Annual Report). The government provides Form 11 with last year's information. Edit the information based on the AGM results. **This form and payment must be returned no later than 30 days following the AGM.** (Society Act - Part 6 - 68)

- Keep a copy of the Society Act, PGAS Bylaws, and RASC Bylaws on hand for all business meetings.

- Book a booth for the Pine Centre Active Living Market held in the Fall as soon as you get the letter from the City. Prime booths typically get booked within 2 days of mail out. City Hall Service Centre personnel (located on the main floor of 1111 Patricia Blvd) usually have a problem locating our profile, so I've given them my name Glen Harris and phone number 2505624488 as search items. PG Astro should work as well. The latest cost was $75.

- Ensure there is an adequate supply of brochures, handouts, current 'Sky Maps', and log sheets on hand. Instruct SpeeDee Printers to make more copies as required. The Centre gets a discount.
- SpeeDee Printers has the NOVA program template. Arrange through Doris for adequate student copies when necessary.

- Not all members' computers can read Microsoft Office files. Convert your files to the .pdf format before emailing.