

Secretary

- 2 year term;
- must be a full member;
- maintain minutes of all meetings concerning the Corporation;
- Ensure all notices are given in accordance with the FOLIC bylaws;
- Ensure all books, reports, correspondence and other records, other than financial records maintained by the Treasurer, are properly kept and files;
- Maintain a list of names and addresses of all members of the Corporation;
- Perform all duties incidental to the office of secretary and such other duties as may be assigned by the board; and
- Maintain the FOLIC website.

It is expected that all board members provide assistance during camp activities during camping season and assist the camp manager whenever necessary.

May receive honorariums or compensation as recommended by the board and with the concurrence of the membership by a majority vote at an AGM or other meeting called for that purpose.