

# Canadian Vintage Motorcycle Group

## Great Pine Ridge Section

### What does a Section Secretary do and how:

#### **Responsibilities:**

1. Take notes and write up minutes of executive meetings
2. Summit monthly report to National CVMG news Editor

#### **How:**

##### *1. Minutes of meetings only need to include Action items and Motions:*

- Note action items indicating who and when (Do not include discussions).
- Motions are required for formal important actions decided on at the meeting (Ex. We will spend these funds on this event / invest in these funds etc). Also motions to indicate start of and end of meetings as well as accepting previous minutes – in simple terms only important brief descriptions of what should be in records for future reference.

Note: Template available to help

##### *2. Section Reports:*

Your role is to get input and summit report by the latest the 10<sup>th</sup> of the month following. The purpose is to maintain recognition as an ongoing section to ensure we get our subsidy from National as well as engage our members. Keep it brief with pictures and try to keep it a maximum 3 pages.

#### **Tips**

- Establish deadlines for input (current national editor has indicated dates between the 25<sup>th</sup> of the current month up to the 10<sup>th</sup> following is the range). Currently for GPR they are that all input is to be submitted to Section Secretary by the end of day of the 5<sup>th</sup> of the following month. You have 2 days to edit/assemble/ clarify and submit. You at your discretion can change these deadlines within the range indicated above.
- Content is best collected on going during each month – attend activities and /or ask those attending to provide pictures and descriptions of the event. It does not have to be an official GPR event – motorcycles and something our members are supporting are all good.
- Get input from the executives so they can communicate their ideas and projects for member feedback
- You have artistic freedom to make the report as entertaining as you like – remember it's published in the Newsletter (no one is entertained by minutes of the meeting).

Note: Template of what is now done is available.

#### **Needed:**

- A home computer with an e-mail address and the basic standard software (Comfortable with Word or equivalent and how to cut and paste to assemble document).

#### **Desirable:**

- Able to approach other members and non members and engage in conversations about GPR/CVMG and other motorcycle activities.