

SCHEDULE "I"

CLERK SUPPORT

- 1) The BMAHC has elected to follow the Town's Procedural By-law to conduct its meetings. Recognizing this specific area of expertise, the Town will provide a Clerk to assist BMAHC with support for the scheduling, preparation of agendas, and minute taking at the Regular, Special, Members, and Annual General Board meetings.
- 2) The Clerk is responsible for scheduling, coordination, provision of notice, and agenda preparation and taking of all meeting minutes in consultation with the ED, Chair, and Treasurer to ensure that public notification and all procedural requirements are met for the Corporation's Annual General Meeting.
- 3) The ED is responsible to provide to the Clerk all matters for inclusion for agenda preparations that ensures compliance with the Towns notification process and the Towns Procedural By-law.
- 4) The Chair and ED will be provided with the draft agenda for final approval and provide direction to release and circulate the agenda package as required.
- 5) Matters for inclusion on the agenda shall be provided in an accessible format where possible.
- 6) The Clerk will prepare and distribute agenda packages, support the Chair of the Board with procedural questions and drafting resolutions arising during the Board meetings, liaise with the Town's video recording vendor to publish meeting videos, and provide draft minutes for review by the ED and Chair.
- 7) The Clerk will post the BMAHC Board agendas, videos and minutes to the BMAHC website in a timely manner with a reciprocal link to the Town BMAHC website. BMAHC will provide training to the Clerk on web posting procedures.
- 8) The ED will prepare advertisements for the Clerk and will arrange advertising of Board vacancies and public positions and collection of applications.
- 9) The Clerk will receive and acknowledge Board correspondence for inclusion and review at Board meetings then file appropriately. The ED or their designate will follow-up with respondents following the meeting to advise of any decision or resolution by the Board.
- 10) The Clerk will work with the ED to maintain up to date record keeping.