

Dear Fellow Gold Panners:

I am taking this opportunity to express my gratitude and devotion to the Club and its Members. For the past four years it has been my pleasure to be your Secretary-Treasurer. It has afforded me the opportunity to make many new friends and experience many of the great activities that the Club has to offer.

It is with a sad heart that I must now ask for your help. Fred and I have been members for 8 years and have enjoyed everything the club has to offer.

We now find ourselves entering a different phase of our lives that will require more of our time and commitment. This will not allow for us to attend on a regular basis the events and meetings necessary to fulfill our roles. I am asking that a member or a couple step forward to take on the role of Secretary-Treasurer.

The duties of this office are:

1. Maintain the books of account for the Club. The duties do include providing at the AGM a set of books that will account for income and expense and balance to the bank statement. The Secretary-Treasurer does give a report at the AGM.
2. Maintain the membership role and to forward it to the Editor of the newsletter so that all members may be informed as to the events that have happened and are about to take place.
3. Collect dues, raffle monies and any other monies coming into the Club. The Secretary-Treasurer then will deposit those funds into the Club's bank account.
4. Pay the bills. From time to time an expense for supplies, meals and insurance will come to the Secretary-Treasurer. It is the responsibility of the position to pay and maintain accurate records of the disbursement of funds.
5. File annually the Society papers with the Government of Alberta.

The duties of the Secretary-Treasurer include the above but may as the role grows be shaped to fit the needs of the membership and the ability of the person doing the job.

We are looking for someone with a vision to see the future the Club has and where they would like to see it go. Please think about this request. Do not feel you will be alone. Fred and I will offer our help and support through the transition period and beyond as you may need.

Thank you

Pat and Fred Walker