



NAVY LEAGUE OF CANADA  
OTTAWA BRANCH

LA LIGUE NAVALE DU CANADA  
SUCCURSALE OTTAWA



## ANNUAL REPORT OF THE SECRETARY

2020-2021

Secretary: Peter Christie

There were no objectives set out. The position was vacant when I moved back to Ottawa last December and, having had many years experience with the Ottawa Branch, was offered the position, which I accepted.

The primary role of the Branch Secretary is to produce clear and accurate records of the deliberations of the meetings of the Board of Directors. This will include timely Agendas and accurate Minutes of meetings. All members must be kept aware of upcoming meetings and their obligations to provide appropriate written material where required.

The Secretary sits on the executive committee of the Board, and as such must be prepared to provide whatever assistance and advice are required to meet the circumstances that arise.

There are no issues or concerns regarding the position.

There are no recommendations.

In summary, my philosophy has always been to keep minutes accurate, but relatively concise. Following several Board meetings, I am continuing the process of developing an appropriate format for the minutes. As of the last meeting on May 10, the process is almost complete. Submitted for approval:

Peter Christie