The Administration Director shall:

1. serve on the Executive Committee;

2. Prepare contracts for private hall bookings and return copies to the Activity Director and the Building Director.

3. monitor requirements affecting the Board's compliance with government bodies or agencies;

4. assume responsibility for all grant and funding applications approved by the Board;

5. ensure that the Board complies with regulations concerning the execution of legal forms other than licenses or permits;

6. advise the Board when conformity to JBSCI rules requires clarification;

7. keep a record of all legal contracts and obligations that engage the Board and maintain a record of all documents kept in the safety deposit box and safe;

8. keep an official and up to date copy of the bylaws and the SOG's

9. assume responsibility for the elections at the annual membership meeting and act as Returning Officer and supervise the counting of ballots with the assistance of two (2) independent members in good standing, and approved by the members present;

10. After the elections, read the Oath of Office to the newly elected Board and ensure that each member of the Board acknowledges his or her responsibilities by signing the Oath of Office form.

11. Make copies of bylaws and SOG's available to the membership;

12. post proposed amendments to the bylaws ten (10) days prior to the Meeting at which they will be discussed;

13. Request CPIC's as per the bylaws and request, if required, an in-camera Board Meeting to review questionable CPIC investigation reports:

14. Post the required notices regarding the AGM, including the list of nominees ten (10) full days prior to the annual election;

15. Generate and produce the following for the Annual Meeting: the Advanced Poll Ballots, the regular Ballots, the Nomination Notices, the Oath of Office Forms, and if required the Membership Participation Passes for the AGM;

16. Prepare a report for the Annual Meeting: a preliminary presentation of this report will be made to the Board at its regular August meeting.