**Secretary Roles and Responsibilities**

The Board of Directors, immediately following each Annual General Meeting, will approve the appointment of the Secretary. The positions of Secretary and Treasurer may be combined.

**General Responsibilities**

The Secretary maintains oversight of the Society’s records and correspondence.

A member of the Board of Directors, the Secretary will attend Board meetings and will maintain knowledge of the Society and personal commitment to its goals and objectives.

The Secretary’s oversight and duties include, but are not limited to:

* Recording accurate minutes of meetings, including Board attendance and all motions and actions.
* Recording all corrections to minutes.
* Notifying Directors of meetings.
* Keeping copies of the Society’s bylaws and the Board’s policy statements.
* Keeping lists of Directors, committees and membership.
* Keeping copies of minutes of both Board and committees.
* Distributing copies of minutes to Board Members promptly after meetings.
* Conducting general Board correspondence, including notice of Annual General Meeting to the Society’s membership.
* Ensuring reports and forms are filed with Registrar of Companies.
* Ensuring the accuracy and safety of the Society’s records.
* Chairing Board meetings in the absence of the Chair and the Vice-Chair.
* Orienting the succeeding Secretary.

**Accountability**

The Secretary is accountable to the Board of Directors.

**Secretary-Staff Relations**

The Secretary may delegate specific duties to the Executive Director, in which case the Secretary will maintain a monitoring role.

**Committee Relations**

The Secretary is a member of the Executive Committee when the Board designates this committee.

**Signing Authority**

The Secretary may act as signing officer for cheques and other documents with the Executive Director or other designated Directors.

The above information supplements the Society’s By-Laws and Societies Act. In the case of conflicts, the By-Laws and/or Societies Act will take precedence.