



**January 2020**

## **Role Description - Secretary**

### **Role Statement**

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

### **Responsibilities**

#### **Board Conduct**

Support the president in maintaining a high standard for Board conduct and uphold policies and the Bylaws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

#### **Document Management**

Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Executive committee. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

#### **Meetings**

Give such notice as required by the Bylaws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, the Board and Board committees.

It should be noted that some responsibilities may be delegated: e.g. the keeping a roll of the names and addresses of the members, notice of AGM (currently Communications Chair and President). The Secretary currently is not expected to attend all Board committee meetings.

The Secretary is currently also:

- a signing Officer of the Corporation
- a member of the Finance Committee

#### **Representation**

Serves as a member of Ontario Council Board.

#### **Reporting**

Reports regularly to the President and Board on relevant issues as required.

#### **Board Conduct**

Maintains a high standard for Board conduct and upholds policies and Bylaws regarding Directors' conduct with particular emphasis on relevant advocacy issues.

#### **Mentorship**

Provides support to the President and Board in matters pertaining to assigned duties, and other matters as needed. Responds to enquiries from Clubs, Members as required.

#### **Duties:**

##### **Ongoing**

- Completes and circulates all OC Executive Meeting and AGM Minutes, including revisions. Currently archives these on Dropbox and the Secretary computer thumb drive.
- Maintains a contact list of the OC Executive and distributes this to OC Executive as needed
- Works with President and other OC Executive Committees to ensure updates to Constitution, By-Laws, Financial and other Policies are distributed and archived as required
- Prepares a list of meeting report due dates for OC Executive for approval
- Is the Liaison between Standing Committee Chairs and venue to arrange necessary room set-ups and catering requirements for Speaker Series events and for OC Council Board Meetings as they occur- currently 3 Board meetings and 3 Speaker Series events. Dates and timing vary, generally 2 in fall, and 1 winter.
- Works very closely with Treasurer in coordinating the numbers and arranging payment for these events
- The fourth OC Executive Meeting is held in conjunction with the annual AGM
- Participates and completes Minutes from any additional ad hoc meetings or Teleconference meetings which may be held
- Reviews and consults on Financial issues raised with members of the Finance Committee as required
- Performs other duties as may be identified/required by President or OC Board

### **August**

- Liaise with Standing Committee Chairs on requirements for first Speaker Series, and commence process with venue and caterer. Dates of these meetings vary from late September to early October.
- Ensure all in place at venue at first Executive Meeting & Speaker Series
- Other duties/preparation as needed

### **Late Fall to February**

- Each fall provides a suggested list of dates for OC Executive Meeting and Speaker Series events for upcoming year and obtains OC Executive approval for schedule( e.g. in 2019 , secure dates for fall 2020 to spring 2021)
- After obtaining OC Executive authorization, is the lead to arrange catering and contract for venue for OC Executive Meetings and Speaker Series events for upcoming year, and arrange payment for same as may be needed with Treasurer. This should be completed by February
- Works with other OC Executive as required on these matters
- Continue to arrange venue requirements for current Board meetings and Speaker Series until AGM

### **February to May**

- AGM usually held in May
- Works with President and all OC Executive to ensure notice and arrangements in place for AGM, including circulation of draft Minutes from prior AGM, report for the year
- Obtains information on Club Anniversaries and Advocacy Recognition awards and prepares certificates for presentation at AGM
- Works with Finance Committee to review budgetary requirements for upcoming year in readiness for AGM
- Records Minutes for Executive meeting held near AGM
- Records Minutes for AGM in draft form
- Archives all information as needed

### **Post AGM**

- Adjusts timing of duties as needed for fall activities and any AGM action points completed
- Arranges for proper transfer of information and mentorship for any new incoming Secretary when applicable

