

Northern Hills Community Association

Serving Country Hills, Country Hills Village, Coventry Hills,
Harvest Hills and Panorama Hills

NHCA Board Secretary Job Description

Summary: The Secretary is responsible for recording and maintaining minutes of all Board of Directors, Special and General Meetings. The Secretary may be asked to perform documentation of pertinent Association business and correspondence as well as implement the due notice proceedings and collection of agenda items from the Board of Directors. The Secretary is responsible for the Association's official seal and keeping Community Distribution and Board Members email list up to date.

Term of Office: Term of office is one year

Reports to: The Board of Directors

Primary Duties and Responsibilities:

1. Serves on the Executive Committee
2. Maintains copies of the organization's bylaws and the Board's policy statements
3. Maintains lists of officers, Board members and committee members
4. Notifies Board members of meetings
5. Brings official minute book to meetings
6. Maintains record of Board attendance
7. Ensures a quorum is present at Board meetings and AGM's
8. Records all motions and decision of meetings
9. Signs Board minutes to attest to their accuracy
10. Records all corrections to the minutes
11. Maintains copies of minutes of both Board and committee meetings
12. Distributes copies of minutes to Board Members
13. Conducts general Board correspondence and maintains records of all Board correspondence
14. Acts as a signing officer for cheques and other documents
15. Files the annual return on receipt of notice from Corporate Registry (Edmonton). The annual return consists of the Board members names, addresses and phone numbers, along with a financial statement in accordance with the Association's bylaws and as supplied by the Treasurer
16. Files amendments to the bylaws and other incorporating documents with Corporate Registry
17. Ensures timely and appropriate notification of general meetings to the membership (refer to bylaws for minimum notification requirements)
18. In the absence of the President and Vice President, chairs Board meetings and the AGM

Important Qualifications or Skills:

1. Excellent organizational and interpersonal skills
2. Demonstrated ability to keep accurate records
3. Demonstrated skill in oral and written communication
4. Demonstrated abilities in editing and proofreading
5. Attention to accuracy and detail in all aspects of responsibilities
6. Proficiency in Microsoft Office suite

Time Commitment per Month (estimated average): Secretary is an ongoing year-round role with a time commitment averaging between 8 and 12 hrs.