



NORTHERN HILLS COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION - **SECRETARY**

Authority and Responsibility: The Board of Directors is the legal authority for the Northern Hills Community Association (NHCA). As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance the NHCA's mission and vision.

Requirements:

Requirements of the Secretary include:

1. Commitment to the work of the organization
2. Willingness to serve on committees and attend committee meetings
3. Attendance at monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Northern Hills Community Association
6. Knowledge and skills in the areas of word processing, filing and organization

Term:

As outlined in the Bylaws of the Northern Hills Community Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be 2 years and will not exceed two years except under conditions outlined in the Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws.

General Duties:

The Secretary must:

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, amendments to the bylaws and other incorporating documents with the Corporate Registry.
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
19. Distributes mail received in Community mailbox
20. Retrieves voice messages on community phone line and forwards messages to appropriate Board members or returns calls directly
21. Establishes an office budget with advice from the Treasurer

The Role of the Board Secretary

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws

In many small Associations, there is no staff person to take on the role of administrative staff person. In such Associations, the Board Secretary takes on this role. In these Associations, the Secretary has the important role of making sure that the business of the association stays on track.

They ensure that official forms and correspondence are kept secure, that official documents are filed on time and that all other formal requirements are met. If there is an administrative staff person, the Board Secretary, is usually the board member responsible for monitoring the activities of this individual.

Taking Minutes

"I can't be Secretary. I'm no good at taking minutes." This is probably one of the most popular refrains heard at the time of year when the nominating committee is putting together its slate for the next Board and Executive. Along with the refrain comes a vision of hours upon hours of furious writing during meetings, followed by more hours of laboriously copying the minutes out in a good copy.

All this stems from a misunderstanding of the purpose for which minutes are used.

The minutes of any meeting should be used for:

- recording decisions
- giving insight into why decisions were made
- letting those who were not present familiarize themselves with what went on

For all of this, it is not necessary to:

- record everything
- attach a speaker's name to everything that is said
- list every reason for and against a decision



The form below is an easy way to make sure that all motions are recorded in the minutes. Have a pile of these forms handy at every meeting. Then the mover can write the motion down for the Secretary to make sure that it is recorded accurately.

Mover:
Secunder:
Motion:
Result: #In favor_____ #Against_____ Carried_____ Defeated_____

Keeping Track of Dates

As was mentioned under the Board Secretary's job description, it is the responsibility of this individual to keep track of important dates for the Association. Most important dates in the life of an Association come at the same time every year. This makes it fairly easy to keep track of them, if only someone records these dates all in the same place. The trouble is that all too often, the date when each task is due is noted only in its own file. Then all of a sudden, someone notices that, for example, the agreement with the landlord is due and no one has looked into it yet.

It is easy enough to get around this by simply constructing a one-page master calendar that gives the months when all major tasks are to be accomplished. This simple trick is also a tremendous help to the Board with respect to planning Board meetings appropriately. By looking at what is coming up, the Board is able to avoid having too many important decisions happening in too short a time.

Prepares, maintains and distributes the board's records, such as the minutes, agendas, correspondence and contracts. **If your organization has staff performing this function, then the secretary's role often becomes one of ensuring the required duties are carried out.**