

## **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:**

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.

### **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.

**General Duties:**

1. Serves on the Executive Committee
2. Notifies Board members of meetings
3. Ensures a quorum is present at Board meetings and AGM's
4. Signs Board minutes to attest to their accuracy
5. Records all corrections to the minutes
6. Circulates minutes to Board Members (online & digital file attachments)
7. Conducts general Board correspondence and maintains records of all Board correspondence
8. Acts as a signing officer for cheques and other documents
9. In the absence of the President and Vice President, chairs Board meetings and the AGM
10. Ensures timely and appropriate notification of Annual General Meetings and Special Meetings to the membership
11. Keeping Track of important dates – filing, contract renewals, etc.

**When there is an administrative staff (such as an Executive Director) assigned to support Secretary with their duties, that staff is responsible to perform the duties listed below, with Secretary being responsible to monitor the activities of this assigned staff. If there are no assigned administrative staff available, then the Secretary is required to perform the below duties.**

**Supporting Duties:**

1. Maintains copies of the organization's bylaws and the Board's policy statements
2. Maintains lists of officers, Board members and committee members
3. Brings official minute book to meetings
4. Maintains record of Board attendance
5. Records all motions and decision of meetings
6. Records all corrections to the minutes
7. Maintains copies of minutes and submitted reports of both Board and committee meetings
8. Retrieves voice messages on community phone line and forwards messages to appropriate Board members or returns calls directly
9. Ensures timely and appropriate notification of Annual General Meetings and Special Meetings to the membership
10. Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
11. Files amendments to the bylaws and other incorporating documents with Corporate Registry
12. Distributes mail received in Community mailbox as per Mail Receipt Policy

### **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