



Board of Directors Job Description: Secretary

Last reviewed: June 19, 2017

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| Authority: | The Board of Directors is the legal authority for the Beddington Heights Community Association (BHCA). |
| Term of Office: | Two years. |
| Reports to: | The Board of Directors |

General Duties/Requirements:

All Directors are expected to:

- Be fully informed on Community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the BHCA.
- Must be a member in good standing of the BHCA
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the BHCA and assist in developing and maintaining positive relations among the board, committees and communities to enhance the BHCA's mission.
- Help orient new board members.
- Prepare for and arrive on time for all required meetings
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the BHCA's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and submit all governmental and grant required reports in a timely manner.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

Responsibilities specific to the Secretary are to:

- Serve on the Executive Committee.
- Maintain copies of the organization's bylaws and the Board's policy statements.
- Maintain lists of officers, Board members and committee members.
- Notify Board members of meetings.



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- Brings official minute book to meetings
- Maintains record of Board attendance
- Ensures a quorum is present at Board meetings and Annual General Meetings.
- Record all motions and decision of meetings
- Sign Board minutes to attest to their accuracy
- Record all corrections to the minutes
- Maintain electronic copies of agendas and minutes of both Board and committee meetings.
- Distribute copies of minutes to Board Members a minimum of one week prior to board meeting.
- Conducts general Board correspondence and maintains records of all Board correspondence.
- Act as a signing officer for cheques and other documents.
- File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- Ensure timely and appropriate notification of general meetings to the membership (refer to bylaws for minimum notification requirements).
- In the absence of the President and Vice President, chairs Board meetings and the Annual General Meeting.
- Distribute mail received in Community Mailbox or Inbox.
- Retrieve voice messages on community phone line and forwards messages to appropriate Board members or returns calls directly.