

KBCA Secretary Role and Responsibilities

Friday, March 10, 2017

Secretary

Position Description of the Secretary

Role Statement

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

Responsibilities

Board Conduct

Support the President in maintaining a high standard for Board conduct and uphold policies and the By-laws 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, maintenance and distribution of minutes of all meetings of the Corporation, the Board and Board committees. Attend to correspondence on behalf of the Board. Have (or be given) custody of all minute books, correspondence, 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 By-Laws of all meetings of the Corporation, the Board, Board committees and public meetings. Attend all meetings of the Corporation, the Board, Board committees and public meetings

Coordinate and assist in organizing the Annual General Meeting (AGM)

Set the KBCA Director meeting agenda for each month and any general public meetings, including the AGM

The President (or designate) is responsible for running Director's or general public meetings, the Secretary is responsible for recording the minutes and all meeting documentation