

Secretary Duties & Responsibilities

- Commits to the vision, mission, and values of the Society
- Notifies Board Members of all meeting dates, times, and locations
- Attends all meetings of the Board and the Society, records, and preserves minutes of all meetings.
- Keeps a record of attendance and absence at all meetings, documents, and records in the minutes
- Ensures there is a quorum at Board meetings to conduct business
- Generates accurate and complete minutes of Board meetings
- Generates electronic and paper copies of meeting minutes
- Ensures the Secretary and President sign printed minutes to attest to their accuracy
- Documents all necessary corrections to minutes when presented to the Board for approval
- Ensures that copies of all minutes, related documents and reports are uploaded to electronic storage and that documents are protected
- Following Board approval, the Secretary forwards a copy of the minutes to the office administrator for filing and historical record keeping
- Ensures minutes are uploaded to the Board portal
- Ensures "Summary of Motions" is updated
- Ensures all documents are filed with the corresponding agencies:
 - annual returns
 - changes in directors
 - amendments to the bylaws
 - tax filings
- Ensures Society documents are branded correctly
- Participates in projects as requested by the Board
- Ensures the security and confidentiality of all such files and records
- Provides orientation to the new Board Secretary
- Serves on the Executive Committee
- Prepares position reports for monthly Board meetings and for the Annual General Meeting
- Acts as a signing officer for the Society