



## **Position Description for the Secretary**

### **Role of the Secretary**

1. The Secretary works collaboratively with the Board Chair and Chief Executive Officer to support the Board in achieving its fiduciary responsibilities, in particular with respect to record-keeping.

### **Skills and Qualifications**

2. The Board can designate a Board member to serve as Secretary, or delegate the role of Secretary to the Chief Executive Officer.

### **Responsibilities**

3. The Secretary ensures that:
  - a. Someone attends all meetings of the members, directors, officers and governors, for the purpose of keeping proper minutes.
  - b. The books of account and accounting records of the corporation are kept as required by the provisions of The Corporations Act.
  - c. A proper financial statement is submitted at the annual meeting of members and periodically as required by the Board of Directors, indicating the financial position of the corporation from time to time.
  - d. All of the accounts are audited by the auditor appointed by the members.
4. The Secretary may be called upon by the Chair to deal with urgent matters of the Board.

### **Term**

5. Except as authorized by by-law, the Secretary is elected for a term of one year, renewable at the discretion of the Board.