

## Hidden Valley Community Association

<b>Secretary</b> <b>Position Description</b>	<b>Date Drafted</b> <u>May 27, 2013</u> <b>Date Approved</b> <u>September 20, 2013</u> <b>Date Revised</b> _____
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The role of the Secretary is to responsibly complete clerical duties associated with the community association, including recording and distributing accurate minutes of Board meetings, maintaining a current filing system and overseeing general Board correspondence.

### **Specific Responsibilities of Secretary**

In addition to the general duties and responsibilities of all Directors, the Secretary has these additional duties:

- Assists in notifying Board members of meetings and ensures there is a quorum at Board meetings
- Ensures timely and appropriate notification of Annual General Meeting to the membership
- In the absence of President and Vice-President, chairs Board meetings and the Annual General Meeting
- Keeps accurate minutes that include motions and decisions resulting from all Board Meetings and the Annual General Meeting; as well as records attendance at these meetings
- Distributes copies of minutes from the meetings to respective members after the meetings, requesting correction for the next Board meeting
- Records all corrections to minutes; signing the final copy, attesting to their accuracy
- Maintains a current filing system and copies of all Board related business (including By-laws, constitution, policies, reports and minutes from meetings and committees) and correspondence Directors may originate or receive
- Ensures there is a second complete set of records in the Community Association Facility (Minute Binder) for referral needs
- Keeps a copy of the list of all members (provided by the Membership committee) as well as the list of members associated with all sub-committees and the Board
- Ensures the distribution of Board correspondence to appropriate members of the Board as well as responds to Board correspondence when required
- Distributes mail received in Community mailbox
- Retrieves voice messages on Community telephone line and forwards messages to appropriate Board members or returns call directly
- Files the annual return on receipt of notice from Corporate Registry Calgary. The annual return consists of the Board members names, addresses and phone numbers, along with a financial statement in accordance with the Association's By-laws and as supplied by the Treasurer. The Annual Return is due on the anniversary of incorporation of the Association
- Review and update Bylaws annually
- File amendments to the Bylaws and other incorporating documents with Corporate Registry
- Acts as a signing authority for cheques and other documents of the association
- Keeps the Seal of the Association
- Maintain a current 'Upcoming Calendar of Activities' of the community association for website and community newsletter

### **Authority and Accountability**

- The Secretary is elected by and accountable to the members of the Hidden Valley Community Association
- The Secretary serves as a member of the Executive Committee

## **Term**

- The Secretary is elected for a two (2) year term, renewable for two (2) terms maximum, at the Annual General Meeting.
- A Director must serve as a Committee Director for a minimum of one (1) year, prior to nomination to serve in an Executive Committee position