

# Role of the Secretary

Note: This position may be combined with that of Treasurer

The Secretary shall be responsible to ensure the minutes of the Association and its Membership list are well maintained.

Accordingly,

1. The Secretary shall ensure that minutes are taken at all meetings of the Board of Director and the general membership. They will also sign such minutes once they have been approved and ensure they are appropriately maintained.
2. The Secretary shall ensure that the Membership Register is up-to-date and kept in a secure location.
3. The Secretary shall monitor the Association's compliance with its Privacy Policy and shall report upon this yearly.
4. The Secretary shall ensure that notices of meetings to Board members (for Board and Association meetings) and the general membership (for Association meetings) are issued as required, using appropriate methods of communication, and within the timelines as specified by the Board of Directors or as outlined in the Association's Bylaws.

Note: if there are inconsistencies between Board policies and Bylaws requirements the Bylaws shall take precedence.

5. The Secretary shall ensure records of any Board correspondence are maintained and kept secure.
6. The Secretary shall ensure records of any and legal documents received or submitted are maintained and kept secure.