



## **Secretary Role Description:**

The **Secretary** roles and responsibilities are:

### **Administrative**

- Functions as a member of the Executive Committee and attends all meetings.
- Prepares the minutes of Annual General Meetings, Board Meetings, Executive Meetings (teleconference recordings are provided by manager).
- Records meetings when necessary.
- Works with manager to circulate the minutes of Annual General Meetings, Executive Meetings, and Executive/Board teleconference meetings.
- Works with manager to carry out correspondence on behalf of the Association, as appropriate, and sends a copy to the President as needed.
- Shares correspondence with Executive/Board during Executive/Board Meetings.
- Receives, in writing, proposed amendments to bylaws.
- Ensures that any changes in bylaws are filed with Corporations Canada.
- Maintains the official files/correspondence of CGNA (In Dropbox or other file sharing service).
- Ensures that a current list of contact information for board of directors is maintained by manager for publications in the Newsletter and Website.
- Arranges for publication of notice of Annual General Meeting and notice of bylaw changes within timelines ahead of the Annual General Meeting as required in the bylaws. These notices are to be published in the Newsletter and distributed by email to members.
- Reviews board and operations policies with President-elect and manager.

### **Meeting Preparation, Conduct and Follow-up**

- Distributes meeting minutes to executive, board, and manager.
- Shares correspondence with Executive (and Board as appropriate) during meetings or at other times, as necessary.
- Completes designated tasks in follow-up from meetings.