



Role of the Secretary

The Secretary shall be a clerk of the Board of Directors. He or she shall attend all meetings of the Board and record all facts and minutes of all proceedings in the books kept for that purpose. The Secretary shall give all notices required to be given to members and to Directors. He or she shall be the custodian of the seal of the Association and of all books, papers, records, correspondence, contracts, and other documents belonging to the Association which he or she shall deliver up only when authorized by a resolution of the Board to do so and to such person or persons as may be named in the resolution, and he or she shall perform such other duties as may from time to time be determined by the Board.

Specific Duties:

The Secretary is responsible for ensuring that accurate minutes of meetings are taken and approved.

Requirement of minutes should include at a minimum:

- Date, time, location of meeting;
- List those present and absent;
- List items discussed;
- List reports presented;
- Text of motions presented and description of their disposition.

Minutes should have enough information to help absent directors and members understand what issues were discussed and what decisions were made.

The Secretary ensures that an approved copy of the minutes is maintained in the Association records. The Secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents (eg. letters patent, supplementary letters patent and articles of incorporation), list of Directors, Board and committee meeting minutes, financial reports and other official documents. The Secretary ensures that official records are maintained of members of the Association and Board. He/she ensures that these records are available when required for reports, elections, other votes, etc. The Secretary ensures that proper notification is given of Directors' and members' meetings as specified in the By-Law. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

The Secretary may be designated by the Board of Directors and/or By-Law as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of the organization. The Secretary may be designated by the Board of Directors and/or by-laws as a member of the Executive Committee. The Secretary works closely with the President on all matters relating to the Board and the operation of the Association, providing counsel and advice when necessary.

Central York Girls Hockey Association

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