

Duties of the Secretary

The secretary is responsible for maintaining corporate records. The secretary ensures that accurate meeting minutes are recorded and retained, and that notices are duly given in accordance with the provisions of the bylaws.

Minutes to a meeting should include the following: Identification of the group that is meeting; Date of the meeting; List of those individuals present; Description of items discussed, and action taken on each item (including the wording of the motion or resolution adopted). If there is a conflict of interest with respect to an item, the procedure for a conflict of interest should be followed and recorded. Optional items include a list of those absent and/or excused; a summary of the discussion that occurred with respect to each item; information regarding a vote on an item (number in favor, opposed, abstentions), identification of the individuals making and seconding motions or resolutions, and copies of motions and resolutions that failed to pass. After the meeting, the minutes should be prepared from the notes or recordings taken at the meeting. The draft minutes are then presented at the next meeting of the group for review and approval at the meeting but may also be submitted prior via email. Other documents include the articles and bylaws, any amendments to the articles or bylaws, minutes of all board and committee meetings, waivers of notice or notice of all meetings, tax-exemption application and determination letters, annual reports, membership certificates, all insurance policies, warranties, contracts, leases and other legal documents.

Procedures:

1. The Secretary is a voting member of the Board of Directors
2. The Secretary should attend all Board meetings or notify the President so the duties can be assigned to another individual.
3. Notes of the meeting including those outlined above should be taken.
4. Notes are edited to include pertinent information and transcribed into a document for Board approval.
5. The document may be emailed to all board members prior to the next meeting for editing and approval.
6. The final document is saved electronically but a written copy must be retained for record keeping purposes.
7. Unless emailed, the Secretary should be prepared to read the edited document to the Board for approval.
8. The Secretary is responsible for the retention of all records and should retain them in written form for record keeping purposes. They may also be additionally retained electronically.
9. The Secretary may be asked to compose written communication for the Club and should be willing to do so.