

Secretary Role Description

Authority and Responsibility

The Board of Directors is legally responsible for the Society of St. Vincent de Paul on Vancouver Island. As a member of the Board of Directors, a Director acts in a position of trust and responsibility for the effective governance of the Society.

Position Title

Secretary of the Board

Term

3 year term, with a maximum 2 consecutive terms or at the expiry of the President's term under which they were elected, whichever is earlier

Requirements and Abilities

In addition to a Director:

- Strong written communication skills
- Ability to work with the Executive Director and administration support staff to provide administrative support to the Board and Particular Council

Key Responsibilities

In addition to Director responsibilities:

- Record and maintain meeting proceedings of the Board of Directors and Particular Council
- Record meeting proceedings and decisions during "in-camera" sessions of Board meetings
- Maintain a registry of society members
- Act as custodian of the official Society records and correspondence as required by legislation

Duties

In addition to Director duties:

- Conduct the correspondence of the Society
- Issue notices of meetings of the Society and Directors
- Issue agendas for meetings of the Society and Directors
- Record minutes of all meetings of the Society and Directors
- Retain custody of all minutes of meetings, records, and documents of the Society except those required to be kept by the Treasurer or the Executive Director
- Retain custody of the Societies common seal
- Maintain the register of members
- Sign such written contracts, documents or instruments as require his or her signature; and,
- Have such other powers and duties as may from time to time be assigned to her or him by the Board
- Act as a signing authority if a voting member of the Board

Passed by Board: September 18, 2006