



## **Volunteer Position: Board of Directors - Secretary, Soo Finnish Ski Club**

### **Purpose:**

By-Law No. 1 of the Soo Finnish Ski Club Inc. (Article 29) describes the role of the Secretary.

*The Secretary shall give or cause to be given notices for all meetings of the board of directors or the executive committee, if any, and members when directed to do so and have charge of the minute books of the Corporation and of the documents and registers referred to in section 300 of the [Corporations] Act.*

The secretary provides notice of any meetings and distribution of materials such as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics that will assist them in fulfilling their fiduciary duties.

As the custodian of the organization's records, the secretary is responsible for maintaining accurate documentation and meeting any legal requirements such as annual filing deadlines. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

Duties may additionally change from time to time as may be assigned to him or her by the board.

### **Key Responsibilities:**

- Attends monthly club meetings and any Executive/Board of Director meetings as scheduled
- Responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.
- Records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.



### **Length of Appointment:**

- One year term. In accordance to the club by-laws board members, including active Executive, must step down annually and resubmit their name for election for the upcoming term.

### **Time Commitment:**

- 7-9 p.m. on the first Wednesday of the month - Sept - May plus prep time for each monthly meeting.
- Attendance and participation at Club Committee and Ad Hoc Committees is variable, depending on the activity of the committee.
- Attendance of BOD meetings as required, during the year.

### **Qualifications:**

- The Secretary should be knowledgeable of, or willing to acquire the knowledge of, basic not-for-profit board governance and administration.
- The ability to use common computer software, such as Microsoft Word, to record minutes the ability to use email are required.

### **Support:**

Support from the Executive Committee –President, VP of Operations, VP of Programs; Treasurer and Committee Chairs.

### **Tasks:**

#### Meetings

The Secretary books general club meetings (time and place) and ensures club members are notified with proper notice as per bylaws. The Secretary ensures a call for action of meeting items is issued. The Secretary provides items for the agenda as appropriate. In the absence of the President and Vice-President, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described below.

#### Minutes



The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. The minutes should include:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition

The secretary ensures that a copy of the minutes is maintained in the corporate records.

#### Custodian of 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, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

#### Membership Records

The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

#### Bylaws

The secretary ensures that an up-to-date copy of the bylaws is available.

#### Communication

The secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.