

## The Role of the Secretary

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**Purpose** *To clarify the Role of the Secretary of ASC.*

**Policy Statement** *The Role of the Secretary shall be as stated in Bylaw 1050 3 a, b.*

Binder(s):	Board					Page:	1 of 1
Section(s):	Board of Directors	A	95-04-19	R/R	97-11-25	R	01-03-22
Program Area(s):		R/R	Feb. 24/05	R	Jan 31/08	R	Nov 2/12
		R	Jun 28/18				

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The Secretary will ensure that a designate carries out the following:

1. Keep copies of the Association's By-Laws and policy statements
2. Keep lists of officers, Board Members, committees and General Membership
3. Notify Board Members of meetings
4. Bring official minute book to meetings
5. Keep record of Board attendance
6. Ensure that there is a quorum at Board meetings
7. Keep accurate minutes of meetings
8. Record all motions and decisions of meetings
9. Ensures the Board minutes are accurate and signed, record all corrections to minutes
10. Keep copies of minutes of both Board and committee meetings
11. Distribute copies of minutes to Board Members prior to the next meeting
12. Conduct general Board correspondence
13. Sign official documents of the organization as required
14. File the annual return, amendments to the By-Laws and other incorporating documents with the Corporate Registry
15. Ensure that members are notified of General Meetings
16. In the absence of the President and Vice-President, chair Board meetings until the election of an alternate President
17. Orient the new Secretary

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