

## **BOARD SECRETARY, HARBORD VILLAGE RESIDENTS' ASSOCIATION**

### **JOB DESCRIPTION**

The Board Secretary is an elected position on the HVRA Board of Directors and is an Officer of the Association. According to the Constitution, the role is described as follows:

6. (c) The Secretary, or his/her designate, shall take the minutes of meetings and distribute them to all Board members, shall prepare correspondence when requested, and shall maintain records of the Association, other than the membership lists, both on paper and on computer diskette. The Secretary shall develop and maintain procedures as required to ensure integrity and retrievability of records. The Secretary shall retain the official records of the Association, including minutes of the Board, Annual and Special Meetings; official HVRA correspondence; HVRA committee reports; Bylaws, etc.

### **Responsibilities:**

1. As custodian of the organization's records, maintain the Association's records and documentation in accordance with the Constitution and prevailing legal requirements and regulations for not-for-profit organizations
2. Assist the Chair and Vice Chair in preparing the Agenda for meetings and ensuring the Agenda and associated Committee/Portfolio Reports are appropriately distributed at least 2 days prior to the meeting
3. Prepare and send out notices of meetings at least two (2) weeks prior to Board meetings or as set out in the Constitution for Annual and Special Meetings
4. Take Minutes at Board, Annual General and Special Meetings, within 5 days circulate draft minutes to the Board for review, and finalize the Minutes after they have been adopted
5. Modify the approved minutes to create a public version and provide them to the Communications Director in a timely manner for posting on the HVRA website
6. Maintain a hard copy of the Minutes of each meeting for future reference
7. Record and archive important information for the HVRA, e.g. official correspondence
8. Maintain a current version of the Association's Constitution and Bylaws
9. Act as a resource and provide guidance to the Board on topics such as governance issues, amendments to provincial laws and Bylaws, and the like, that will assist Board members in fulfilling their fiduciary duties
10. Participate in new Board member orientation, ongoing training and mentoring as needed
11. Promote and participate in community member engagement development and activities