

HASTINGS COUNTY HISTORICAL SOCIETY

SCHEDULE C of BY-LAW No. 1

POSITION DESCRIPTION of the SECRETARY

General Role Statement

The Secretary works collaboratively to support the President in maintaining a high standard for Board conduct and upholding the policies and the by-laws regarding Directors' conduct with particular emphasis on the Board's fiduciary responsibilities.

Responsibilities

1.01 - Document Management

In the role of clerk of the Board of Directors, the Secretary shall provide document management as follows:

- i. keep a roll of the names and addresses of the Members;
- ii. ensure the proper recording and maintenance of minutes of all meetings of the Society, the Board and Board committees;
- iii. attend to correspondence on behalf of the Board;
- iv. have custody of all minute books, documents, registers and the seal of the Society, ensuring that these items are maintained as required by law;
- v. ensure that all reports are prepared and filed as required by law or requested by the Board.

1.02 - Responsibilities Regarding Meetings

- i. give such notice as required by the By-laws of all meetings of the Society, the Board and Board committees.
- ii. attend all meetings of the Society, the Board and Board committees.

1.03 - Other Duties

The Secretary shall perform such other duties as may from time to time be determined by the Board of Directors.