

## **POSITION TITLE: Secretary**

### AUTHORITY

- The board of directors is the legal authority for the community league.

### TERM OF OFFICE

- Term of office is 2 years.

### GENERAL DUTIES/REQUIREMENTS

- A director is expected to be fully informed on community league matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
- Commit to the work of the organization.
- Review the board's conduct and monitor its performance to ensure compliance with bylaws and policies.
- Speak positively of the league and assist in developing and maintaining positive relations among the board, committees and communities to enhance the league's mission.
- Orient new board members.
- Prepare for and arrive on time for all required meetings.
- Develop, monitor, review and approve all policies and other recommendations received from the board, its standing committees and staff.
- Review the bylaws and recommend changes to the membership.
- Participate in the development of the league's organizational plan, annual review and budget.
- Approve the budget and other financial matters.
- Prepare and present required reports at board meetings.
- Prepare and present an annual report at the annual general meeting.

### RESPONSIBILITIES

- Keeps copies of the bylaws, minutes and other documents.
- Keeps lists of Directors, committees and general membership.
- Updates EFCL website of Board member updates after elections.
- Notifies board members of meetings and includes agenda, noting items that need special preparation.
- Ensures all incoming correspondence is directed to appropriate executive or director in a timely fashion.
- Records all minutes during board and general meetings.
- Files correspondence.
- Ensures there is a quorum.
- Records all motions and decisions of meetings.
- Signs minutes to attest to their accuracy.
- Distributes copies of minutes to directors and posts minutes online (if applicable) promptly after meetings (and at least 10 days before the next meeting).
- Notifies members of general meetings.
- Files the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- In the absence of the chairperson and vice- chairperson, chairs board meetings until the election of an alternate chairperson.
- Archives league records.