

Policy Type: Board Processes

Policy Name: Board Secretary Job Description

Position: **Board Secretary**

Term: 1 year renewable. Chosen by Directors elected at the Annual General Meeting

The Board Secretary is appointed by the Directors in accordance with Article VI, 4 Letters Patent 2001. The Secretary is an Executive Officer of the FCBB.

Accountability/Authority

He/she is accountable to the Board of Directors and has no authority to act beyond that required to fulfill the duties outlined below or as directed by the Board.

Duties

The Secretary will work closely with the Chair of the Board in the planning of Board of Directors and FCBB meetings. The Secretary of the Board shall be responsible for ensuring¹:

- The creation and timely distribution of agenda for Board of Directors and FCBB membership meetings (e.g. annual general meeting)
- The accurate recording and distribution of the minutes of Board of Directors meetings.
- The updating, maintaining and safe storage of the FCBB's Minute Book² and other legal documents³
- That the FCBB's incorporation and charitable registration status is maintained through the annual filing of required reports and information
- That the Board's Policy Manual contains all Board directives⁴ and that such policies are systematically subject to board review
- The maintenance of an up-to-date list of members of the Association⁵
- That external correspondence⁶ to, and requests made of, the Board of Directors, or relevant to the governance of the FCBB, is reported and responded to in a timely manner

- The accurate recording and distribution of the minutes of the Association's Annual General Meeting.
- The exercise of financial signing authority as directed by the Board

Qualifications

The following are considered key job qualifications:

- Ability to use email and word processing software
- Knowledge of the community
- Interest in environmental issues
- Commitment to organization's mission and strategic directions
- A commitment of time
- Openness to learning

Insurance

Directors are covered under the Directors and Officers Liability Insurance.

Evaluation

The performance of the Secretary is evaluated annually in the context of the evaluation of the board and is based on the carrying out of duties and responsibilities as outlined above.

Removal from office

A Secretary may be removed from office for cause in accordance with Article VI, 3 of the Letters Patent 2001.

Approval Date 15 January 2013
