Shuswap Ringette Association Expectations of the Secretary

Record and Maintain Minutes

- Expected to be at each meeting of the executive. If you can not make the meeting, you <u>must</u> prearrange with another board member, who will be in attendance, to take the minutes.
- Record minutes, as per Roberts Rules of Order, and send to the Board of Directors within two
 weeks of a meeting. See "Preparing to record Minutes and Motions" for a guideline of records
 minutes. If someone else is taking the minutes, it is still the responsibility of the Secretary to
 make sure these minutes are circulated in a timely manner.
- Have a copy of the previous meetings minutes on hand at each meeting for approval by the Board. Once these minutes have been approved, the minutes can be sent in a PDF format to the website for posting. <u>No</u> unapproved minutes or In-Camera minutes will be made public or posted on the website.
- Enter into the minutes any motions that may have been made via email.
- The Secretary keeps all previous minutes. These minutes should be available at each meeting for reference.

Update Policy and Procedures Manual

- Whenever there is a motion by the Board to adopt a new Policy or amend a current Policy, it is
 the Secretaries responsibility to add the new or amended Policy to the Secretaries Handbook
 and send a PDF digital copy to be posted on the website.
- The Policy and Procedures Manual should be present at all meetings for reference.

Records Management/History

- Keep all Shuswap Ringette records according to the Retention of Records Guidelines.
- Keep digital copies, and backup, of all Shuswap Ringette information, forms, photos etc. on the laptop. This also means gathering information from other Board Members.

Work closely with President/Vice President

 Maintain a close working relationship with Executive, in their absence the Executive may ask the Secretary to chair a meeting.

Signing Authority

In the absence of the Treasurer or the President will have signing authority.

Update Forms and other Information

 Work closely with the Board to keep forms and information up-to-date, such as registration forms and website information.

Annual General Meeting (AGM)

• See "Preparing for the AGM" for a complete description of the duties of organizing the AGM. The Secretary will work closely with the Chair of the AGM following these guidelines.

Meeting Location

• Check to make sure, or arrange, for meeting room space. (Note: Check with the Director of Scheduling as to who would like to take on this responsibility, generally the Sunwave Centre only likes to communicate with one member of the Board.)