

Secretary - Job Description

Purpose of the Policy

To ensure the Secretary is aware of their responsibilities.

Source of authority: Elected by the Board of Directors annually

Description:

The secretary is one of the officers of the co-op and is usually a signing officer. The secretary works with the board to ensure co-op records are kept up-to-date and accessible to members. The secretary works with staff to maintain co-op records.

Responsibilities

1. The secretary ensures that minutes at board and general meetings are recorded and available as soon as possible. Actual recording of minutes may be delegated by the Board.
2. The secretary is responsible for the records of the co-op and checks regularly to make sure that:
 - The co-op makes proper reports and files the notices that the governments require
 - The co-op has an up-to-date record of rules, policies, agreements and correspondence
 - The co-op keeps meeting minutes up-to-date and in a safe place
3. For board and general meetings, the secretary makes sure that:
 - A quorum of members or directors is present before any decisions are made
 - Members and directors receive proper notice
 - Only members move motions and vote
4. The secretary makes sure that members have up-to-date copies of rules, occupancy agreement, policies, procedures and committee job descriptions.
5. The secretary handles correspondence and signs documents as required.
6. The secretary ensures that all committee minutes are accessible to members.

Approved September 20, 2007

