

CASCADES OF ROYAL OAK RESIDENT'S ASSOCIATION VOLUNTEER ROLE DESCRIPTION

Role: **Secretary**

Authority and Responsibility:

The Board of Directors is the legal authority for the Cascades of Royal Oak Resident's Association. As a member of the Board, the Secretary is in a position of trust for the community and is responsible for the effective governance of the organization.

The Secretary keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Secretary must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Cascades RA's mission and vision.

Requirements:

Requirements of the Secretary include:

1. Commitment to the work of the organization.
2. Willingness to serve on committees and attend committee meetings.
3. Attendance at quarterly Board meetings, committee meetings when needed, and Annual General Meetings.
4. Member in good standing of the Cascades of Royal Oak Resident's Association.
5. Knowledge and skills in the areas of word processing, filing and organization.

Note: This role may be appointed in part to an independent management organization for regular meetings but may be required to perform the duties for ad hoc meetings convened to conduct interim business.

Term:

As outlined in the Bylaws of the Cascades of Royal Oak Resident's Association, the term of a board member shall commence after election of the Board of Directors at each Annual General Meeting. The term shall be one year and will not exceed two years except under conditions outlined in the CCA Bylaws. Removal of a Board member shall also follow guidelines set out in the bylaws. The position of Secretary may, per the By-Laws, be assumed by the Treasurer or the President if no Secretary volunteer is available.

General Duties:

1. Maintains copies of the organization's bylaws and the Board's policy statements.
2. Maintains lists of officers, Board members and committee members.
3. Notifies Board members of meetings.
4. Brings official minute book to meetings.
5. Maintains record of Board attendance.
6. Ensures a quorum is present at Board meetings and AGM's.
7. Records all motions and decision of meetings.
8. Signs Board minutes to attest to their accuracy.
9. Records all corrections to the minutes.
10. Maintains copies of minutes of both Board and committee meetings.
11. Distributes copies of minutes to Board Members.
12. Conducts general Board correspondence and maintains records of all Board correspondence.
13. Acts as a signing officer for cheques and other documents.
14. Files the annual return on receipt of notice from Corporate Registry (Edmonton). The annual return consists of the Board members names, addresses and phone numbers, along with a financial statement in accordance with the Association's bylaws and as supplied by the Treasurer. The Annual Return is due on the anniversary of incorporation of the Association.
15. Files amendments to the bylaws and other incorporating documents with Corporate Registry.
16. Ensures timely and appropriate notification of general meetings to the membership (refer to bylaws for minimum notification requirements).
17. Distributes mail received in Community mailbox.
18. Retrieves voice messages on community phone line and forwards messages to appropriate Board members or returns calls directly.
19. Establishes an office budget with advice from the Treasurer.