



9.03 Additional Duties of Secretary

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To gather the responsibilities of the Secretary in one document.

Policy and Procedures

In addition to serving as an Executive Officer and Director, and meeting responsibilities identified in Section 8(6) of the SBOA Bylaws, namely:

- maintain records of articles, bylaws and any unanimous member agreements and any amendments to them, of all minutes of meetings, of all copies of notices of directors and changes of directors, and of the register of members (see [3.03 Membership Register and Lists](#)),
- keep, or cause to be kept, minutes of all meetings of members, of executive and of directors of the Association, and
- keep the seal, if any, of the Association in safe keeping,

the Secretary completes the following additional duties:

- maintains current versions of bylaws and policies, and submits updates to the Website Editor as necessary,
- keeps a list of needed changes and suggestions for changes to bylaws and policies,
- advises the Board of Directors when and how SBOA bylaws and policies require updating,
- acts as SBOA's Privacy Officer (see [1.06 Privacy and Protection of Personal Information](#)),
- requests and tracks annual submission of Annual Code of Conduct Declaration forms from Directors (see [2.01 Volunteers Qualifications and Responsibilities, form 10.03](#)) and reports non-conformance to the annual meeting of members,
- prepares agendas for the President's approval and prepares and distributes agenda packages in accordance with required timelines, for Board of Directors and Executive Officers meetings (see [2.03 Directors Meetings and Executive Meetings, form 10.04](#)) and for the annual meeting of members and other meetings of members (see [3.04 Members Meetings, form 10.08](#)),
- prepares minutes for the President's approval for Board of Directors, Executive Officers, and Members meetings ([form 10.05](#)),
- sends condolences and reports passed members at annual meetings of members (see [3.06 Recognition of Deceased Members](#)),
- serves as the direct contact for and provides direction to the Executive Secretary (see [9.04 Executive Secretary](#)), and
- logs incoming communication and responses (see [9.05 Handling of Incoming Information and Requests](#)).

If the Secretary is unable to complete their duties, another Director may act as the Secretary on a temporary basis, and the Directors may name an interim Secretary to complete the Secretary's term or a Secretary may be elected at the next meeting of members.

Application

SBOA Secretary.

Notes

Based on information from [SBOA Bylaws](#) Sections 6(1), 6(5), 8(1) and 8(6).