



9.04 Executive Secretary

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To describe the rationale and requirements for hiring an Executive Secretary.

Policy and Procedures

SBOA volunteers are invaluable. Without their contributions the Association could not function. However, there are limits on the time and efforts that most volunteers are willing and able to expend. Changes of Directors and Officers may cause lapses in attention to Association business. Good practice, and compliance with *The Non-profit Corporations Act, 1995* and ISO/ICE 17024, necessitates obtaining assistance so that SBOA volunteers can meet expectations for administration and record security, control and storage.

Although most SBOA functions may be completed by employees or by contract, other than governance and regulated actions that cannot be delegated to others, the duties of the Secretary and Treasurer are the primary areas where SBOA may benefit from hiring experts.

Current requirements do not necessitate employment of full-time staff and contractors are available to provide services. People who support the association in administrative roles should be reasonably competent in their roles. They should have formal training or significant experience in the work that is being contracted. A full list of duties and responsibilities would be outlined in a contract (see [9.07 Contractor Services](#)). A suggested minimum list of duties to contract for at this time include:

- managing online recordkeeping in SBOA folders in Dropbox (see [9.01 Records Control and Security](#) and [9.02 Archives Guidelines](#)),
- assisting Directors to fulfill their recordkeeping responsibilities including storage, retention and disposal,
- maintaining the File System Index ([form 10.19](#)),
- meeting responsibility for Permanent File Storage and backups,
- controlling access to records,
- providing physical storage of records,
- receiving and forwarding inquiries from the SBOA website,
- reporting to and taking direction from the President or Secretary,
- assisting the Secretary or Treasurer to meet their responsibilities, as needed, and
- other duties that may be requested by the President or Secretary.

Application

Executive Secretary