

THE GOLDEN & DISTRICT COMMUNITY FOUNDATION

Secretary Job Description

Accountability

The Secretary is accountable to the Board of Directors (the Board) to carry out secretarial support duties related to the operations of the Foundation.

Responsibilities

It is the responsibility of the Secretary to:

- Provide support for the organization of meetings in consultation with the Chair.
- Follow through on all aspects of a board meeting, and the annual general meeting, from taking minutes and producing them in final form, and make available to board members within a reasonable time.
- Keep a copy of the minutes of each board meeting on file.
- Bring to the attention of the Board all correspondence and notices received.
- Maintain a filing system as necessary to perform duties.
- Keep on file a register of board members and advisory committee members as provided by the Administrator.
- Pick up and distribute mail received in both the post office box and by e-mail.
- Assist in the preparation and distribution of correspondence and other documents for the Foundation as requested.
- If both the Chair and Vice Chair are absent at a meeting the Secretary conducts the appointment of a chair from the members present who will preside until adjournment of said meeting.
- When minutes are to be made available outside the Foundation the Secretary is to provide copies only after approval of the Chair. These minutes are to be signed by the Chair and the Secretary and the Secretary documents who is receiving these minutes and for what reason.

Approved: April 12, 2006