

Job Description of BD Secretary:

The secretary position plays a critical role in fostering communication and diligence through proper management and utilization of important records such as meeting minutes and the organization's bylaws.

The secretary position has wide-ranging responsibilities, requiring much more than simply being present at all board meetings. He or she is an active conduit for communication by giving proper notice of any meetings and timely distribution of materials such as agendas and meeting minutes. Additionally, the secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the board on topics such as governance issues, By law amendments, and the like, that will assist them in fulfilling their fiduciary duties.

As the custodian of the organization's records (except treasurer's) the secretary is responsible for maintaining accurate documentation. The secretary is responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible.

A secretary will be most useful to an organization when his or her role is catered to meet the unique structure and needs of the organization, rather than filling a "one-fits-all" job description. Duties may additionally change from time to time as may be assigned to him or her by the board.

General Responsibilities and Policies

Organizations are required by law and by custom to maintain certain records for several purposes, including:

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and
- accountability of directors and officers.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains team delegate records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

Accountability

The Secretary is accountable to the Board of Directors (if elected or appointed by them) or Members. (If elected by the membership at a members meeting) as specified in the bylaws. Through the Board of Directors, certain duties of the Secretary may be delegated to the other Board members and/or committees as appropriate; however, the accountability for them remains with the Secretary. It is imperative to the proper functioning of BD that the secretary is present at all board,

executive, house of delegates and other committee meetings as designated.

Procedures:

Minutes

The secretary is responsible for ensuring that accurate minutes of meetings are taken and approved.. Requirements of minutes may vary with the jurisdiction but should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of general items discussed;
- list of reports presented;
- text of motions presented and description of their disposition.

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the incorporated records, to include uploading to the BD website.

Custodian of records

The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes, financial reports, and other official records. Obtains current team delegate records prior to HOD or upon changes to team delegates. Yearly adoption of the conflict of interested statement by all BOD and delegates.

Bylaws

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings and posted on the BD website.

Communication

The Secretary ensures that proper notification is given of directors' and members' meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

Meetings

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the General Chair, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above depending upon the bylaws and practices of the organization, the Secretary may perform these duties for board member, HOD and/or executive committee meetings.

Filing of Documents

The Secretary may be the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.