



## CITADEL COMMUNITY ASSOCIATION VOLUNTEER ROLE DESCRIPTION

### **Role: Secretary**

#### **Authority and Responsibility:**

The Board of Directors is the legal authority for the Citadel Community Association. As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director 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 Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance Citadel'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 monthly Board meetings, committee meetings when needed, Annual General Meetings, and membership meetings
4. Support of and participation in special events and fundraising activities
5. Member in good standing of the Citadel Community Association
6. Knowledge and skills in the areas of word processing, filing and organization

#### **Term:**

As outlined in the Bylaws of the Citadel Community 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.

#### **General Duties:**

1. Serves on the Executive Committee.
2. Maintains copies of the organization's bylaws and the Board's policy statements.
3. Maintains lists of officers, Board members and committee members.
4. Notifies Board members of meetings
5. Brings official minute book to meetings
6. Maintains record of Board attendance
7. Ensures a quorum is present at Board meetings and AGM's.
8. Records all motions and decision of meetings
9. Signs Board minutes to attest to their accuracy
10. Records all corrections to the minutes
11. Maintains copies of minutes of both Board and committee meetings
12. Distributes copies of minutes to Board Members
13. Conducts general Board correspondence and maintains records of all Board correspondence
14. Acts as a signing officer for cheques and other documents
15. 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 (end of September)
16. Files amendments to the bylaws and other incorporating documents with Corporate Registry
17. Ensures timely and appropriate notification of general meetings to the membership (refer to bylaws for minimum notification requirements)
18. In the absence of the President and Vice President, chairs Board meetings and the AGM
19. Distributes mail received in Community mailbox
20. Retrieves voice messages on community phone line and forwards messages to appropriate Board members or returns calls directly
21. Establishes an office budget with advice from the Treasurer