



Secretary Roles & Responsibilities	Date: Oct 2018 Version: 1
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Job Purpose (per Bylaws)

The typical term of office will be two years but subject to resignation or termination as applicable. Retiring Directors may offer themselves for re-election to a maximum of two (2) consecutive terms in the same position.

Duties

- Duty of Care — Has a legal responsibility to participate actively in making decisions on behalf of the organization and to exercise his or her best judgment while doing so.
- Duty of Loyalty — Must put the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity. The organization's needs come first.
- Duty of Obedience — Bear the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission.

Responsibilities

General:

- Attend all board and committee meetings and as many functions, such as special events as possible.
- Be informed about the organization's mission, services, policies and programs.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees or task forces and offer to take on special assignments when capacity allows.
- Inform others about the organization. Advocate for the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow the bylaws and code of conduct of the organization.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements.



Specific:

- Have charge of the Seal of the Society which whenever used shall be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice President.
- On termination of the position, surrender all books and other properties of the BCPA to their successor.

Tasks

- Attend all meetings called by the Board of the BCPA keeping accurate minutes and distributing accordingly.
- Schedule Board meetings and annual AGM.
- Keep an accurate record of the Directors list of the BCPA for name, address, start and end date of position.
- Ensure annual audited financial statements are filed for the society records.
- Facilitate the administration of the Google Drive containing all BCPA documentation ensuring the correct assignment of folders and documents as well as file naming protocols are maintained.
- Account for the funds of the society and present a full detailed account of financial statements as required at Board meetings and the AGM.