

# Shuswap Ringette Association

## Expectations of the Secretary

### Record and Maintain Minutes

- Expected to be at each meeting of the executive. If you can not make the meeting, you **must** prearrange with another board member, who will be in attendance, to take the minutes.
- Record minutes, as per Roberts Rules of Order, and send to the Board of Directors within two weeks of a meeting. See “Preparing to record Minutes and Motions” for a guideline of records minutes. If someone else is taking the minutes, it is still the responsibility of the Secretary to make sure these minutes are circulated in a timely manner.
- Have a copy of the previous meetings minutes on hand at each meeting for approval by the Board. Once these minutes have been approved, the minutes can be sent in a PDF format to the website for posting. **No** unapproved minutes or In-Camera minutes will be made public or posted on the website.
- Enter into the minutes any motions that may have been made via email.
- The Secretary keeps all previous minutes. These minutes should be available at each meeting for reference.

### Update Policy and Procedures Manual

- Whenever there is a motion by the Board to adopt a new Policy or amend a current Policy, it is the Secretaries responsibility to add the new or amended Policy to the Secretaries Handbook and send a PDF digital copy to be posted on the website.
- The Policy and Procedures Manual should be present at all meetings for reference.

### Records Management/History

- Keep all Shuswap Ringette records according to the Retention of Records Guidelines.
- Keep digital copies, and backup, of all Shuswap Ringette information, forms, photos etc. on the laptop. This also means gathering information from other Board Members.

### Work closely with President/Vice President

- Maintain a close working relationship with Executive, in their absence the Executive may ask the Secretary to chair a meeting.

### Signing Authority

- In the absence of the Treasurer or the President will have signing authority.

### Update Forms and other Information

- Work closely with the Board to keep forms and information up-to-date, such as registration forms and website information.

### Annual General Meeting (AGM)

- See “Preparing for the AGM” for a complete description of the duties of organizing the AGM. The Secretary will work closely with the Chair of the AGM following these guidelines.

### Meeting Location

- Check to make sure, or arrange, for meeting room space. (Note: Check with the Director of Scheduling as to who would like to take on this responsibility, generally the Sunwave Centre only likes to communicate with one member of the Board.)