



Lacrosse Nova Scotia Board of Director Role Description

SECRETARY

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 legal Board's business was conducted. In order to fulfill these responsibilities, and subject to the Association's bylaws, the Secretary ensures accurate minutes are taken and kept for each meeting. They also ensure these minutes are stored safely and are available for viewing according to the Association bylaws. The Secretary also performs the necessary requirements as an Executive member and the Officer of the Association as defined in the bylaws and policies. Additionally, they are responsible for maintaining the records of the membership and overseeing the application process of new members.

SKILL SET:

Ideally this position should be held by an individual who has knowledge of Microsoft Word, Google docs, Dropbox, Dropbox, Excel, internet, email systems, and file systems.

SPECIFIC RESPONSIBILITIES:

- Ensures that accurate minutes of Executive meetings, Special meetings, and the AGM are taken and approved, including:
 - Date, time, location of meeting.
 - Those present and absent.
 - Items discussed.
 - Attached copies of reports; and
 - Motions presented and disposition of such motions.
- Ensures the final copy of the minutes is distributed to all parties entitled to attend the meeting.
- Serves as custodian of records by ensuring the records of the Association are maintained as required by law and made available when required by authorized persons.
- If applicable, having custody of the seal of the Society
- Submitting required annual documentation to the Registry of Joint Stocks.

RELATIONSHIPS:

Accessible to all Board members and the general membership. Works closely with the Board of Directors.

TIME COMMITMENT:

Monthly Time Commitment is approximately 8 hours per month allocated as follows:



- Approximately 5 hours for work requirements,
- 3 hours for attending monthly meetings and the AGM along with attending events as required.