

	POLICY	
	5.01.04 - Secretary	
	Ref. By-law –Article 5.04	
	Original Date	Last Revision Date
	2016	November 28, 2021

Policy

To lay out the qualifications and duties of the Secretary.

Reason for Policy

For the effective management of CCGA.

Procedure

The Secretary shall attend all meetings of the Management Board, members and committees of the Board. The Secretary shall;

- a) be a member in good standing for at least 2 years,
- b) enter or cause to be entered in the Auxiliary's minute book, minutes of all proceedings at such meetings,
- c) give, or cause to be given, as and when instructed, notices to members, Directors, the public accountant and members of committees,
- d) be Chair of the Governance Committee,
- e) be the custodian of all books, papers, membership approvals, record, documents, seal and other instruments belonging to the Corporation,
- f) fulfill other duties as requested by the Board of Directors and/or the President.