



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: SECRETARY FUNCTIONS

POLICY #: 1604

Created: May 23, 2018	Last updated: June 26, 2018	Approved: January 22, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Secretary of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA's Secretary.

3.0 Terms

Secretary – An elected member of the FSRA Executive Board who may and who performs secretarial services for the Executive Board as requested.

Minutes – A written record of the subject matter of a meeting that notes the date, time, and attendees. The record includes resolutions, reports, financial statements, motions and any proposed or agreed upon changes to Bylaws, Policies, and Procedures.

4.0 Policy

- 4.1 The Secretary's primary function is to attend all Executive and general Meetings and take the minutes.
- 4.2 The Secretary shall distribute the draft of the previous meeting's minutes to the President seventy-two hours prior to the next meeting. The final minutes are to be distributed to all Board members for review within forty-eight hours of the next scheduled meeting.
- 4.3 In addition to taking the minutes at each meeting, the Secretary must maintain an up-to-date record of minutes and correspondence.
- 4.4 The Secretary must also maintain an up-to-date version of the Policies and Procedures.
- 4.5 The Secretary shall maintain, or cause to be maintained, the files and records of the FSRA to be passed on to future officers. He or she shall also ensure the security and confidentiality of all such files and records.