



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: SECRETARY RESPONSIBILITIES

POLICY #: 4144

Created: August 23, 2017	Last updated: August 28, 2017	Approved: XXXX
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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 Minor Sports Association's (FSMSA) Board of Directors.

2.0 Scope

This policy only applies to the FSMSA's Secretary.

3.0 Terms

Secretary – An elected member of the FSMSA Board of Directors who may serve for a maximum of two terms of two years and who performs secretarial services for the 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, and any proposed or agreed upon changes to Policies and Procedures, or Bylaws.

4.0 Policy

- 4.1 The Secretary shall records the minutes at all Board meetings and maintain a copy on file for reference purposes.
- 4.2 The Secretary shall distribute draft minutes of each meeting to all Board members for review within one week of the meeting. Final draft minutes are distributed prior to each meeting.
- 4.3 The Secretary shall provide copies of minutes to the FSMSA Office upon approval and signing by the President and Secretary.
- 4.4 The Secretary shall bring to the attention of the FSMSA President any matters of correspondence that the Board must deal with. He or she is also responsible for distributing any matters requiring attention to the appropriate Board member.
- 4.5 The Secretary shall maintain records of meetings, Bylaws, Policies, Procedures, FSMSA membership, and any other records required by law.



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- 4.6 The Secretary shall maintain, or cause to be maintained, the files and records of the FSMSA to be passed on to future officers. He or she shall also ensure the security and confidentiality of all such files and records.