



Idapei • Learning Disabilities Association of PEI

The right to learn, the power to achieve

Board Secretary Role Description

Accountability

The board secretary is an executive and voting member of the board of directors of LDAPEI and appointed in a manner consistent with the bylaws. They are accountable to the Board for the fulfillment of the duties and responsibilities outlined below.

Authority

The secretary, as other board members, has no authority to direct staff or take independent action on matters outside of the duties outlined unless given such authority by the Board.

Time Commitment

5-10 hours month (preparing for meetings, board meetings, executive committee meetings, committee responsibilities, attending Association events)

Term of Office

One year terms, renewable

Duties and Responsibilities

The Secretary will work closely with the Chair of the Board and the executive director in the planning of board of directors' meetings

Primary Duties:

- The creation and timely distribution of agenda for Board meetings and annual general meeting
- The accurate recording and distribution of the minutes of Board of Directors meetings, reflecting the format and level of detail that the Board has determined necessary
- The creation and maintenance of an up-to-date board planning calendar outlining matters to be on the board's agenda over the course of a year
- Maintenance of a full contact list of board members including board member appointment dates, term of appointments and board member bios
- The updating, maintaining, and safe storage of the organization's Minute Book and other legal documents
- Oversight of the organization's incorporation and charitable registration status and the facilitation of all annual filings of required reports and information
- The maintenance of a file or manual of governance policies and a systematic schedule for their review as determined by the board

- The management of external correspondence and ensuring that requests made of the Board of Directors, or relevant to the governance of the organization, is reported and responded to in a timely manner

Qualifications

- A commitment to, and a clear understanding of the mission of the organization
- Knowledge of meeting procedures, decision-making rules, governance policies and organizational record keeping
- An adequate level of writing proficiency and office software ability
- Previous board or secretary experience would be an asset