

**Bill Reid Foundation Policies**

**Policy Name: Role of the Secretary 2022.1**

**Area: Process**

**Date Adopted: October 6, 2016**

**Reviewed: August 25, 2022**

There shall be a Secretary, normally elected by the Board from amongst its Directors or the Members, normally serving for a one-year term, renewable. The Secretary's role shall include:

1. Ensure notices of meetings of the Members and Directors are issued;
2. Ensure minutes of all meetings of the Members and Directors are kept and filed;
3. Oversee custody of all records and documents of the Foundation except those required to be kept by the Treasurer; and
4. Ensure the register of Members is maintained.

**Note:**

1. The offices of Secretary and Treasurer may be held by one person who shall be known as the Secretary-Treasurer.
2. In the absence of the Secretary from a meeting, the Directors shall appoint another person to act as Secretary at the meeting.