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 (by-law 11.2;11.3). The Secretary’s role (By-law 11.8) 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. (By-Law 11.11)
2. In the absence of the Secretary from a meeting, the Directors shall appoint another person to act as Secretary at the meeting.