

Bill Reid Foundation Policy
Area: Process Policies
Specific: Role of the Secretary

There shall be a Secretary, normally elected by the Board from amongst its Directors or the members, normally serving for a three-year term, renewable once. 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;
4. Oversee custody of the common seal of the Foundation; and
5. Ensure the register of Members is maintained.

Note:

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