

Policy 2.06

Category: Governance and Operations

Role of the Recording Secretary

BACKGROUND

The Charter Board establishes this position in accordance with the CAPE Bylaws 5.38.

POLICY STATEMENT

A CAPE Charter Board member or a member of the administration shall be elected or appointed to the position of the Board Recording Secretary by the CAPE Charter Board to hold office for a period of one year.

DEFINITIONS

1. **Recording Secretary** - an officer/individual charged with keeping the minutes of meetings and responsible for the records.
2. **Minutes** - permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted, at a firm's official meetings such as board of directors, manager's, and annual general meeting (AGM).

GUIDELINES

3. The Recording Secretary shall attend all meetings of the CAPE Charter Board and to keep accurate minutes of the same.
4. The Recording Secretary shall keep an up to date record of all CAPE Charter Board policy statements.
5. In the case of the absence of the Recording Secretary, the duty shall be discharged by another individual appointed by the CAPE Charter Board.
6. The Recording Secretary shall have charge of all the correspondence of the CAPE Charter Board.
7. The Recording Secretary shall keep a record of all the members of the CAPE Charter Board and their addresses, and shall see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
8. The Recording Secretary will be responsible for all CAPE Charter Board correspondence.
9. The Recording Secretary will report to the CAPE Charter Board Chair.
10. The Recording Secretary shall perform such other duties as may be assigned by the Chair or by the CAPE Charter Board.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

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References:

CAPE Bylaws

Adopted: March 28, 2007

Motion: #2007-02-28-14

Revised: September 30, 2008

Motion: #2008-09-30-17

Reviewed: June 2011

Reviewed: August 2013

Reviewed: August 2018

Reviewed: October 2021