

**Policy 2.06**

**Category: Governance and Operations**

**Role of the Secretary**

**BACKGROUND**

The Charter Board establishes this position in accordance with the CAPE Bylaws 5.36, 5.37, 5.38 and 5.39.

**POLICY STATEMENT**

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

**DEFINITIONS**

1. **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 Secretary shall attend all meetings of the CAPE Charter Board and to keep accurate minutes of the same.
4. The Secretary shall keep an up to date record of all CAPE Charter Board policy statements.
5. In the case of the absence of the Secretary, the duty shall be discharged by another individual appointed by the CAPE Charter Board.
6. The Secretary shall have charge of all the correspondence of the CAPE Charter Board.
7. The 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 Secretary will be responsible for all CAPE Charter Board correspondence.
9. The Secretary will report to the CAPE Charter Board Chair.
10. The 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*

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