

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, and 5.38.

POLICY STATEMENT

A CAPE Charter Board member shall be elected or appointed to the position of the Board (and therefore the Society) 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 meetings of the CAPE Charter Board and cause accurate minutes of the same to be kept.
4. In the case of the absence of the Secretary, the duty shall be discharged by another individual appointed by the CAPE Charter Board.
5. The Secretary shall cause an up to date record of all Charter Board policy statements to be kept.
6. The Secretary shall cause records of all the correspondence of the CAPE Charter Board to be kept.
7. The Secretary shall cause a record of all the Members of the Board and their addresses to be kept.
8. The Secretary shall cause all notices of the various meetings shall be sent, as required.
9. The Secretary shall report to the CAPE Charter Board Chair.
10. The Secretary shall cause to be performed 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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