



# TVPI Board Secretary

## **Accountability:**

- The Board Secretary is an executive member of the board of directors of the Association and is to be appointed in a manner consistent with the bylaws.
- The Board Secretary is accountable to the Board and, like other members of the board, has no authority to direct staff or act on matters outside the duties outlined in their position description.

## **Authority:**

- The Board Secretary has no formal authority to direct board members, staff, residents, or any of the affairs of the organization. Like other board members, the secretary has no formal authority. The Secretary is entitled to make motions and vote on matters before the organization.
- The secretary may not, on behalf of the organization, enter into contracts without the knowledge and approval of the board and/or the Executive Committee of the board.

## **Time Commitment:**

- Ten hours a month (board meetings, preparing for board meetings, special events)
- Other commitments may be required to work with specific committees as established by the board.
- The Board Secretary should be a chair of one board committee, except for the Executive Committee.

## **Term of Office:**

- Term is for one year, which can be renewed at the annual meeting of the organization.

## **Duties and Responsibilities**

- The Secretary will work closely with the Board President and the Managing Director in the planning of board of directors and association meetings.
- In accordance with the bylaws, the Secretary is a member of the Executive Committee.

## **Primary Duties:**

- The creation and timely distribution of agenda for Board meetings and organizations' annual meetings

- The accurate recording and distribution of the minutes of Board of Directors meetings.
- The minutes should reflect that the format and level of detail that the Board has determined
- The creation and maintenance of an up-to-date board planning calendar outlining matters to be on the board's agenda over the course of a year
- Maintenance of a full contact list of board members including board member appointment dates, term of appointments and board member bios
- In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the secretary's responsibility to find an alternate.

### ***Secondary Duties:***

- The updating, maintaining and safe storage of the organization's minutes and other legal documents
- Oversight of the organizations' incorporation and charitable registration status and the facilitation of all annual filings of required reports and information.
- The maintenance of a file or manual of governance policies and a systematic schedule for their review as determined by the board.
- The maintenance of an up-to-date list of members of the organization
- The management of external correspondence and ensuring that requests made of the Board of Directors, or relevant to the governance of the Association, is reported and responded to in a timely manner
- The accurate recording and distribution of the minutes of the organization's Annual Meeting. In the event of a change of Secretary at an annual meeting, the incoming secretary will assume the responsibilities of the office at the first Directors' meeting following his/her election or appointment.

### ***Qualifications***

- It is recommended that the secretary ought to have:
- A commitment to, and a clear understanding of the mission of the organization
- At least one year of previous service on the Board
- Knowledge of the meeting procedures, decision-making rules, governance policies and the bylaws of the Association
- An adequate level of writing proficiency and access to a computer for word processing purposes

### ***Evaluation***

- The effectiveness of the secretary's role, conduct and position description may be evaluated as part of the evaluation of the board itself.

Signature:

*Lucas J. Herring*

Board President  
May 15<sup>th</sup>, 2025