

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: G10 - SECRETARY'S ROLE
ADOPTED: 4-08
LAST REVISED: 3-24

The Secretary's role is to ensure the integrity of the Board's documents.

Accordingly,

- G10.1 The Secretary will ensure that all board documents and filings are timely and accurate.
 - G10.1.1 The Secretary will assure that a) directors and board associates (General Manager, minute-takers, facilitator, etc) receive a complete meeting packet before each meeting; b) all meeting minutes are accurate and well-formatted; and c) all Board documents (electronic and paper) are safely archived for an appropriate length of time.
 - G10.1.2 The Secretary will assure that the policy register is updated to reflect changes approved by the board of directors, that policies are coherent and adhere to the Policy Governance model, and that the latest electronic and print version is distributed to the directors and GM.
- G10.2 The Secretary will certify by their signature the results of voting in all elections and referenda put to the membership of the Co-op
- G10.3 The Secretary's authority includes access to and control over board documents, and the use of staff time not to exceed a reasonable number of hours per year.
- G10.4 The Secretary performs the duties as designated in the bylaws.