

## SECRETARY ROLES & RESPONSIBILITIES

1. **MAINTAIN RECORDS** OF BYLAWS, POLICIES, AND OTHER IMPORTANT DOCUMENTS (ie: Safety Guidelines, Emergency Response Plan forms)
2. **AGM**
  - 2.1. **BEFORE AGM:**
    - Issue meeting notices as required through email and social media
    - gather information from all Chapters: annual reports, new Chapter contact information, year-end financial reports, and events for the next year
    - prepare draft ACDA Calendar of Events for distribution and discussion at AGM
  - 2.2. **IMMEDIATELY AFTER AGM:**
    - have any new Board members review and sign the Board Code of Conduct form
    - produce AGM minutes and distribute to Board (for membership)
    - produce minutes of post-AGM directors meeting where new Officers are elected. Indicate new signing authority (if changes have been made).
3. **SUBMIT SOCIETY ANNUAL RETURN** to Service Alberta within 30 days of anniversary of incorporation (Dec 29)
  - Form is on-line. A reminder is mailed to our “registered office” one month before the anniversary of incorporation.
  - Address change form if necessary (use Treasurer’s address)
  - Attach audited and signed ACDA financial report and list of officers and directors
4. **MEETINGS/TELECONFERENCES:**
  - 4.1. **ONE WEEK BEFORE REGULARLY SCHEDULED TELECONFERENCE**, Send out to Board:
    - Agenda (standard template plus items from president or any other director or member).
    - Past minutes
    - Teleconference call instructions
  - 4.2. **AFTER EACH TELECONFERENCE:**
    - Record and distribute minutes to the Board
    - Maintain the archive of ACDA minutes by signing and filing Board and Executive meeting minutes after they have received Board approval.
5. **CORRESPONDENCE:**
  - Share all correspondence received with the appropriate Officers or Board and maintain records of same.
  - Write and distribute correspondence on behalf of the Board or Officers. This may include distribution through e-mail, post, or social media.
6. **MAINTAIN MEMBERSHIP RECORDS:**
  - After AGM, update Board list with contact info and distribute to Board. Update e-mail distribution list.
  - Maintain a copy of the membership records for all Chapters’ members and Members at Large as updated on a regular monthly schedule with the Treasurer.
  - Maintain Members-at-Large e-mail distribution list. Any information sent to the Board for distribution to Chapter members should be sent by the secretary to the Members at Large.