



The Madawaska Club of Go Home Bay

1898

POSITION DESCRIPTION FOR SECRETARY

The board of directors (the “**Board**”) of The Madawaska Club of Go Home Bay (the “**Club**”) shall select one of the members of the Board to be appointed as Secretary.

The duties and responsibilities of the Secretary are generally as follows:

- Managing the logistics of meetings of the Board, including calling, coordinating, preparing and distributing Board materials, meeting agendas, notifications, and meeting minutes for the Board.
- Recording minutes and highlighting decisions and/or information items, actions and directives of Board meetings.
- Reporting on outstanding agenda items and taking action to ensure information is provided to the Board members in a timely manner.
- Managing the logistics of meetings of Club members (including annual meetings, summer dock meetings and, as needed, special meetings of Club members), including coordinating, preparing and distributing materials, including meeting agendas, proxy forms and notifications.
- Recording minutes and highlighting decisions and/or information items, actions and directives of Board meetings.
- Managing the secretary’s email secretary@gohomebay.com and responding to community members who email or forwarding the email to the applicable Board member and coordinating a response.
- Maintaining key corporate documents and corporate records, and submit in a timely manner all required registrations and filings required to be filed under the *Ontario Not-For-Profit Corporations Act*, including filing notices of changes of directors and officers with the Ontario Ministry (currently via the Ontario Business Registry).
- Ensuring that the Board functions without conflicts of interests, and advising on the Company’s corporate governance practices and principles for recommendation to the Board.
- Participating in Board meetings, contributing positively as a team member on Board business and working in cooperation with other Board members to support and enhance the initiatives of the Go Home community.
- Carrying such other duties as may be requested by the Board from time to time.

Dated: November 2021

Approved by: Board of Directors of the Club