



Operational Guideline

Secretary's Roles and Responsibilities	O.G. # 1.04.01	Page 1 of 1
	Eff: October 10, 2014	Initial of Pres DC

Purpose: To provide a description of the roles and responsibilities of the Secretary of the Association.

Scope: The BCFTOA membership.

Policy: Each Executive Member shall have a complete description of their roles and responsibilities as it relates to the title of the position and where applicable the Association's constitution.

Procedure: The Secretary's Roles and Responsibilities:

The Secretary of the Association is custodian of the Association's records and is responsible for maintaining accurate documentation to meet legal requirements include the following:

- Conducts the correspondence of the Association
- Has custody of all records and documents of the Association except those required to be kept by the treasurer.
- Responsible for reviewing and updating documents as necessary and ensuring all documents are safely stored and secured.
- Issues notices of meetings of the Association and directors
- Assists the President in setting the agenda for meetings of the Association
- Ensures that all minutes are completed within a reasonable time for the directors and membership review
- Maintains a register of members, associate members and honorary life members of the Association.
- Attends the zone meetings of the BCFTOA for the zone they live or serve in
- Attends other zone meetings as requested
- Ensures communications on behalf of the Association is consistent
- Maintains the Association website and social media
- Ensures that the Society requirements are completed in conjunction with the President of the Association
- Participates in the Education Committee with the 1st Vice
- Establishes and ensures all communication for the Association is maintained at the highest level for the Directors, Staff and Membership

 Signature of President Signed: October 26, 2014	This OG replaces Issued: NA
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