

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 the anniversary of incorporation in collaboration with the ACDA Treasurer (due by 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.