

## **Secretary's Roles and Responsibilities (Officer and Coordinator Position)**

Coordinators must perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Coordinators must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Board of Directors.

Coordinators are invited and encouraged to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun.

Coordinators must refrain from placing themselves in a situation where their duty as a Coordinator conflicts with their personal interest or with their duty to others and must abide by the terms of The Canada Not-For-Profit Act, the Paws4Fun By-Laws, The Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

All Coordinators are responsible for:

- keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility
- keeping the Roles and Responsibilities document for their Coordinator's position up to date

Officers assume legal liability for the actions taken by the Board of Directors, and for performance of the Corporation as a whole, and are covered by liability insurance provided by the Paws4Fun Agility Corporation.

### **Secretary:**

- takes accurate minutes during every Board Meeting, or General Meeting of the Members
- distributes draft minutes to each board members and coordinators as soon as possible after the meeting has taken place
- updates draft minutes based on comments from meeting attendees and presents final minutes for approval at meetings
- gives notice of all meetings to each board member and informs the President if a quorum will not be available for Board of Directors meetings
- arranges location for any General Meeting of the Members and Board of Directors meetings
- ensure that minutes are preserved on paper and on the website