

Secretary Role Description

Appointee	Denise Blade
Date of Appointment	24 th March 2025
Salary	This is an unpaid position
Key Responsibilities	To attend all meetings of the Society and of the Directors. To develop and retain all CHCS Board minutes To provide meeting agendas prior to Board meetings To take minutes of all meetings of the Society and Directors To develop and maintain records of the AGM and file the AGM report To issue CHCS meeting notices To file the annual report of the Society and make any other filings as required with the Registrar under the Societies Act

Specific Responsibilities

To submit all electronic meeting records and minutes to the Vice President to upload to the CHCS website.

To retain copies of minutes along with the meetings financial reports either in paper form or electronically for 7 to 10 years.

To maintain a binder in the CHCS studio of all Board minutes for the current year and post a copy of the most recent minutes & financial reports within the CHCS studio for all members to read.

To maintain and retain all legal documents related to CHCS including resignation letters from past Board members, AGM reports, etc.

On an annual basis (March AGM) after elections of Board members electronically submit the 'AGM report' to B.C. Societies within 30 days of meeting date, in liaison with the President.

General Responsibilities

To agree to a Criminal Record Check on appointment and as required to maintain renewals

To act honestly and in good faith with a view to the best interests of the CHCS, in accordance with the CHCS Mandate (Dec 2023)

To act in accordance with the Societies Act and ensure when exercising the powers and performing the functions as a director, to do so with consideration of the purposes of the CHS. To disclose any conflict of interest or other conflicts promptly and ensure they are documented, to leave any meeting on the matter(s), to abstain from voting and take no action to influence the vote.