

Edmonton and District Historical Society

Secretary Responsibilities

The position of Secretary is a member of EDHS Executive. In addition to sharing the responsibilities of general Board members, the Secretary is responsible for the following:

- in consultation with president, creates and produces agenda for board meetings;
- collects and distributes agenda package at least 2 days prior to the meeting;
- takes minutes of all meetings of the Society and the Board;
- keeps track of action items from board meetings to ensure responsibilities have been undertaken;
- ensures adopted minutes (signed by President) and background documentation are filed at the EDHS office and electronically;
- maintains all non-financial records of EDHS;
- assists President with correspondence and maintains files;
- maintains and updates correspondence and other files;
- maintains record of EDHS board member volunteer hours;
- maintains EDHS board member contact information;
- provides information for annual report (e.g., volunteer hours);
- gathers material for Annual Report and arranges for its reproduction; collecting material (reports from President, Treasurer and committees, etc.) for publication in the AGM program document;
- updates and distributes information packages for new Board members;
- keeps a record of members of the Society with addresses in order to give notice of meetings as required;
- collects and receives the annual dues or assessments levied by the Society and promptly gives them to the Treasurer; and
- performs such other duties as required by the members or the Board.