



**Policy Section 2: BOARD STRUCTURE AND RESPONSIBILITIES**

**Policy #: 2.7.4**

**Policy: Job Description Board Secretary**

**Revision: Rev 1**

**Approval: April 27, 2021**

**JOB DESCRIPTION  
BOARD SECRETARY**

**1. General:**

- 1.1 The Secretary is elected by the Board of Directors for a term specified in The Flower Cart By-Laws. The Secretary assumes the responsibilities listed below:

**2. Responsibilities:**

- 2.1 Prepares and ensures proper custody of all Board books and records including the minutes of Board of Directors' meetings and the register of Directors.
- 2.2 Takes minutes of all Board meetings and ensures their timely distribution to Directors.
- 2.3 Ensures the filing of annual Board/Society requirements with the Office of the Registry of Joint Stocks.
- 2.4 Researches and provides advice to the Board on matters pertinent to the Societies Act of Nova Scotia and other legislation.

**3. Record of Amendments:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
Rev 0	Original Issue	April 25, 2017
Rev 1	Reviewed and Updated	April 27, 2021