NATIONAL NEWCOMERS CANADA

Secretary – Executive Officer (Voting Position)

Purpose

The Secretary is a voting member of the NNAC Board of Directors and serves on the Executive Committee. This role is responsible for maintaining accurate and complete records of Board activities, safeguarding official corporate documents, and supporting good governance in compliance with NNAC's bylaws and policies.

The Secretary serves as the custodian of NNAC's organizational records, prepares and maintains meeting documentation, and ensures that important information is preserved and accessible to support Board continuity and accountability. The Secretary also holds bank signing authority, supports Board communications, and contributes to *The LINK* newsletter as required.

This position requires discretion, sound judgment, strong organizational skills, and attention to detail.

Key Responsibilities

Meeting Administration and Record Keeping

- Attend and record minutes for all NNAC meetings, including:
  - Board of Directors meetings
  - Annual General Meetings (AGM)
  - Club Directors' or Presidents' Calls
  - Special meetings, whether virtual or in person
- Prepare accurate meeting minutes using meeting notes, recordings, AI-generated summaries, and Zoom recordings as available.
- Ensure meeting minutes include:
  - Date, time, location, and type of meeting
  - Attendees and regrets
  - Approval or amendment of previous minutes
  - Reports and business arising from previous meetings
  - Motions, including mover, seconder, and voting outcomes
  - Action items, responsibilities, and timelines
  - New business and key discussion points
  - Date and time of the next meeting
  - Adjournment time
  - Name and title of the recording secretary
- Submit draft minutes to the President for review.
- Finalize and distribute approved minutes to Board members.
- Maintain an archive of meeting minutes and supporting documents.
- Provide AGM and special meeting records for publication or distribution as required.

Corporate Records and Document Management

- Maintain NNAC's Google Drive or designated document repository as the central location for official organizational records.

- Ensure timely filing, organization, and retention of:
    - Board and Executive Committee minutes
    - Bylaws, policies, and governance documents
    - Annual reports and AGM materials
    - Financial reports and supporting documentation
    - Official correspondence and organizational records
    - Website, banking, and other administrative access information, maintained in a secure manner
- Support record management practices that promote organizational continuity and knowledge transfer.

Governance and Compliance

- Assist the President and Board in maintaining compliance with NNAC bylaws and governance requirements.
- Maintain records of Board motions, resolutions, and approved governance documents.
- Support the preparation and distribution of AGM notices, agendas, and related documentation.
- Ensure official records are retained in accordance with Board direction and established practices.

Banking and Signing Authority

- Serve as one of NNAC's authorized signing officers.
- Work with the President and Registrar-Treasurer to update signing authority following Board elections or Executive Committee changes.
- Complete required banking documentation and identity verification processes as needed.
- In the absence of a Secretary, an alternate signing authority may be designated by the Board in accordance with NNAC policies and approved motions.

Board Participation

- Actively participate in Board of Directors meetings, AGMs, and special meetings.
- Provide meeting documentation and reports to Board members prior to meetings whenever applicable.
- Support Board planning, decision-making, and organizational continuity through accurate record keeping and information management.

Communications

- Contribute reports, updates, or governance information to *The LINK* newsletter as requested.
- Support Board communications and the distribution of official organizational information as required.

Estimated Time Commitment

The Secretary role typically requires **2 to 4 hours per month**, depending on the number of meetings scheduled and the volume of documentation to be reviewed or filed. Additional time may be required following Board meetings, during AGM preparation, or when updating governance documents, records, and organizational files.