

## Secretary Job Description

The secretary is one of the officers of the co-op and is a signing officer. The secretary's main duties deal with the corporate responsibilities of the co-op, meetings and communication.

### Responsibilities

The secretary is responsible for the records of the co-op and should check regularly to make sure that:

- the co-op obeys government laws and its agreements with governments,
- the co-op makes proper reports and files the notices that the governments require. This includes the Registrar of Companies and the funding agency,
- the co-op has an up-to-date record of its rules and changes to the rules,
- the co-op obeys its own rules, policies and procedures,
- the co-op keeps the minutes up-to-date and filed electronically, and
- the co-op has all records it must keep by law.

### Meetings

The secretary makes sure that:

- a quorum of members or directors is present before any decisions are made at a meeting,
- members and directors receive proper notice of meetings,
- only members move motions and vote, minutes are taken at all meetings of the members and the board, and that copies of the minutes are available as soon as possible.

### Communication

The secretary makes sure that:

- members have up-to-date copies of rules, policies, procedures and committee job descriptions, and
- co-op correspondence is handled promptly.



Paloma Housing Co-operative  
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The secretary takes minutes at board and members' meetings or delegates that to another member.

Effective date November 16, 2021