



PETERBOROUGH NEW HORIZONS BANDS

Position Description: Board Secretary

Date Issued: 2024 July 4

Brief Description:

The Board Secretary is also a Board Director. This position is described in the By Laws, Appendix C and in other sections of the By Laws. This document describes in more detail what the position holder does, which includes the items described in the By Laws. If there is a conflict between these 2 documents, the By Laws rule.

The Board Secretary,

- Is the ex officio clerk of the Board of Directors. Attends to correspondence on behalf of the Board.
- works collaboratively with the Board President to support the Board in fulfilling its fiduciary responsibilities.

Board Meetings:

- Makes arrangements for a venue for the board meetings.
- Assist the President with creating the board meeting Agenda. Monitor items that need to be addressed at the board meeting as per the "Board Activity Calendar".
- Invite the BOD Liaison for the Conductors to the board meeting and send them a copy of the Agenda and Board meeting minutes.
- Get the Conductor meeting minutes.
- Invite and coordinate if any guests would like to attend a meeting.
- For each Board meeting, distribute to the Board and the BOD Liaison for the Conductors
 - the Agenda
 - the previous meeting minutes to be approved
 - the Conductor meeting minutes
 - and any other documents being discussed at the meeting.
- At the Board meeting,
 - Take notes and then create the minutes.
 - Review the minutes with the President.
 - Afterwards, send the minutes to the Board and the BOD Liaison for the Conductors, so they can provide corrections, before it is sent to be approved at the next Board meeting.
- After the minutes of the Board meeting are approved.
 - Save it on the google drive. See the "Board Document Guideline" regarding the google drive structure.
 - If applicable, create a website version of the meeting minutes which excludes those items deemed as 'in camera' meaning something private like waivers or honorariums. Have the website version posted on our website.



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AGM (Annual General Meeting):

- Assist the Board President with preparations for the AGM (eg. agenda, documents, venue, proxy process, previous AGM minutes)
- No less than 4 weeks before the AGM, inform the membership of the AGM and allow time for them to submit proposals at least 5 days before the AGM.
- Receive Member proposals for the AGM prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.
- No less than 1 week before the AGM, send the membership the AGM documents and official invitation.
- Coordinate Proxy arrangements.
- Take notes and create minutes for the AGM.

When there is a new Board Director or someone that is interested in joining

- Invite and coordinate if any guests would like to attend a meeting. Potential board members come to the first meeting as guests and then are voted in by the Board, if they want to join.
- Verify "Welcome to PNHB BOD" is current and update if not.
- Send a welcome email to the new Board Director(s) attaching the Welcome letter. For example,
"Thank you for being on the board. Attached is our Welcome letter "Welcome to PNHB BOD" and the "Board Director position description", which explains what your role is.
- After the new Board Director is approved,
 - update the document "PNHB xxxx-xxxx BOARD of DIRECTORS date" of who is on the board.
 - send the Insurance Liaison and Treasurer this information, so they can pass this on to the insurance company, CRA and the provincial government.
 - Inform the WebMaster of the change, so they can update our website.
 - Inform the Communications Manager, so they can set up the new Board Director to access the tools used.

When a Board Director leaves

- Receive the Board Director resignation, file it and inform the Board.
- If they have one, get the board binder back.
- Give them a 'thank you' card from the BOD for their participation.
- Update the document "PNHB xxxx-xxxx BOARD of DIRECTORS date" of who is on the
 - send the Insurance Liaison and Treasurer this document, so they can pass this on to the insurance company, CRA and the provincial government.
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Documentation Management:

Sign all approved documents on behalf of the Corporation.

Follow and maintain these documents (xxxx-xxxx is the season eg. 2024-2025)

- “Welcome to PNHB BOD”.
- “Board Documentation Guideline” which describes how PNHB documentation is handled.
- “PNHB Organizational Information”, so future boards will have background information on how the organization works.
- “xxxx-xxxx Areas of Responsibility”, so the Board Directors know who the contacts are for specific roles and tasks. xxxx-xxxx is the season, eg. 2023-2024
- “xxxx-xxxx PNHB Fees and Bands”, to pass on to the Publicity Committee, WebMaster and members after the new fees have been approved.
- “Board Activity Calendar”, so future boards will know what has to be done, when.

Keep copies of these approved and signed documents in these possible locations, depending on the document.

- Board binders.
- Website.
- External drive or USB stick
- Google drive (pnhb.music@gmail.com)
- Boxes in storage

Take backups of the google drive periodically and store it on the external drive.

Board Binders:

- The Board Secretary keeps a binder of the original copies of documents and brings this binder to meetings, so items can be referenced during the meeting.
- Other Board Directors can have a binder and are to keep it up to date.
- The Board Secretary, updates the returned board binder, so the binder can be passed on to a new board director, if they want one.

Membership:

Work with the Communications Manager on keeping a roll of the names and addresses of the Members as per the By Laws.

Illness / Memorial:

The Board Secretary will rely on the membership to inform them of an illness or death affecting a member. Upon being informed the Board Secretary will do the following, in a timely manner, on behalf of its members,

- Send a card to the member, regarding a “Long term illness” (“Long term illness” is defined as in excess of two weeks), or a death in a member’s Immediate family (“Immediate family” is defined as spouse, child or parent.)



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- In the event of the death of an active band member, conductor or coach, memorial flowers or equivalent donation will be sent on behalf of the band and a card will be sent to the family or sympathies written in the online guestbook.
- In the event of the death of a previous band member, conductor or coach, a card will be sent to the family or sympathies written in the online guestbook. The Board or President is to direct the Board Secretary on whether memorial flowers or equivalent donation will be sent on behalf of the band, as well.

Date Approved: July 4th/2024

Signed: Judith Keef
PNHB President

Signed: Beverly Myle
PNHB Board Secretary

Revision History:

Date	Description	Who
2024-7-4	Review and update.	Bev Murphy
2024-3-22	Recording Secretary position description and Illness and Memorial Policy were made obsolete, and responsibilities added here.	Bev Murphy