



## **POLICIES AND PROCEDURES**

<b>Section Title:</b> Board of Directors	<b>Section Reference:</b> BD
<b>Policy Title:</b> Secretary Protocol	<b>Policy Number:</b> BD-014

### **Policy Statement:**

The Board recognizes it is important that the secretary properly have their duties, expectations and remuneration outlined.

**PURPOSE:** To outline the expectations, remuneration and duties of the Student Centre Secretary.

**DUTIES:** The Secretary shall:

1. Attend all meetings of the Board of Directors (BoD).
2. Attend all meetings of the Executive Committee.
3. Sign all documents requiring the Secretary's signature.
4. Act as the ex-officio clerk of the Board and is responsible to ensure that all minutes are recorded and maintained, required notices are issued, and ensures that all records and documents belonging to the Corporation are appropriately maintained.
5. Act as the custodian of the corporate seal, ensuring its proper storage in the Executive Director's office.
6. Perform other duties from time to time as prescribed by the BoD.

**EXPECTATIONS:** The Secretary is expected to:

1. Be available to the various York constituencies.
2. Respond to Student queries, complaints, and communications.

3. Attend all YORK UNIVERSITY STUDENT CENTRE goal planning sessions that they are invited to.
4. Keep and update an organized binder.
5. Prepare an adequate transition for the incoming Secretary.

**REMUNERATION:** The Secretary:

1. Will be entitled to an honorarium of \$600.00 per fiscal year.
2. Will have the means in which s/he can fulfil their duties and expectations provided by the YORK UNIVERSITY STUDENT CENTRE, within reason.
3. Will complete an honorarium form to be approved by the Board.

<b>Contact Person (title):</b>	Chairperson / Executive Director
<b>Cross-Manual Reference:</b>	
<b>Monitoring Tools:</b>	Board Minutes
<b>Relevant Forms:</b>	N/A

<b>Board Approval Date:</b>	25 October 2000
<b>Review Dates:</b>	Annual
<b>Revised Date(s):</b>	29 April 2013 23 April 2024 (Removal of Gendered Pronouns)
<b>Last Reviewed By:</b>	YUSC Vice-Chair