

DCHA – Secretary Procedures

Duties of the Secretary (as defined in the Bylaws)

33. The Secretary shall:

(a) Conduct the correspondence of the Society.

- **Receive all written communications, and any email communications from the desertcovehoa@gmail.com email account and website**
 - The Data Management Director provides back-up on email and updates the distribution list.
 - The secretary will forward correspondence to the appropriate board member for response. Any questions received that are specific to DC Management are forwarded to them for resolution.
 - Send a reply, if required (Board members' input should be considered on a Board matter) keep a record of all communication responded to for reporting at the next Board meeting.
 - If the correspondence is something requiring a Board discussion or decision, it should be brought to the attention of the Board at the next Executive meeting. If the matter is urgent, a copy should be emailed on receipt to all Directors for discussion of action required.
 - If a document is received in a paper format (i.e. by mail) the secretary will retain the paper copy and a scanned electronic copy will be provided to the Data Manager
- **Prepare and distribute email notifications to be sent to all residents**
 - Notifications regarding AGMs and General Meetings
 - At the request of Board members, distribute Event notifications, Membership dues notification, etc...
 - Respond to any other correspondence requests, at the direction of the President.

(b) Issue notices of meetings of the Society and Directors.

- **Board Meetings**
 - Review previous board minutes, identify actions and topics of discussion that have not been closed and develop an Agenda. Provide a draft copy of Executive Meeting Agenda to the President for further additions or revision.
 - Circulate the Agenda, previous minutes, Treasurer's report, and any other meeting materials to all Board members at least 3 days before the next scheduled meeting and call for additional agenda items. Reissue if necessary.
- **GM/AGM Meetings**
 - Provide a draft copy of AGM/GM Meeting Agenda to the President for additions/ revision.
 - Issue an email, as official "Notice of Meeting" to all members of the Society (DCHA) at least 14 days prior to the date of the meeting, (AGM or General Meeting), as per the requirements of our Bylaws and the Societies Act.
 - Post such notice on the window of the Desert Cove Rec Center, and hand deliver notices within the community to anyone who does not have an email address.
 - Receive and correct any email notices that are returned undeliverable. Contact the member, where possible, to determine correct email address, and forward this information to the Database Manager to correct the residents' database.
 - Circulate the Agenda, previous minutes, Treasurer's report, and any other meeting materials to all members at least 4 days before the next scheduled meeting.

(c) Keep minutes of all meetings of the Society and Directors.

- The board typically meets monthly at a predetermined day and time. A quorum is required for the meeting to occur which is fifty percent (50%) plus 1 of the current directors in office. The board can schedule their meetings as they see fit for the dispatch of business.
- Take minutes at meetings of the Directors, AGM/GMs; circulate draft copy to all Directors for approval and/or revision.

- File the 'approved' paper copy in the file cabinet and send the master electronic copy to the Data Manager to file on the google drive.
- Creates a summary of actions for the board after each board meeting
- Maintains a 'bring forward' file for deferred agenda items

(d) Have custody of all paper records and documents as required by of the BC Societies Act except those required by the Treasurer.

- The Secretary maintains a paper copy of all DCHA records required by the Society Act in the locked filing cabinet in the Recreation Centre storage room.
- The Secretary has custody of one key and the treasurer maintains the other.
- Maintain and purge all paper records as required by the societies act.

Other duties if/when required:

- **Oversees the preparation for AGM's and General Meetings.**
 - SEE GM/AGM MEETINGS ABOVE FOR ADDITIONAL INFORMATION
 - A general meeting of the total membership occurs in April. An annual general meeting of the total membership occurs in September.
 - A quorum is required which is five percent (5%) or greater of current voting members. Voting of the membership can be executed by:
 - Voting in person by attendance at the meeting
 - Voting by proxy (giving someone else the power to vote on your behalf) Proxies can be submitted by paper or email prior to the meeting
 - Track the dates of General meetings and the AGM to make sure deadlines are met for Notices (14 days prior)
 - Follows up with and collects board member reports
 - Provide materials for General Meetings and Annual General Meeting:
 - In person voting cards and/or ballots (may be created well in advance of meetings)
 - Proxy forms for absent members who wish to vote. Check membership status prior to accepting proxy.
 - There are 2 types of proxies: general proxy (where a member gives someone else the permission to vote for them (as they choose) on all motions at the meeting) and a restricted proxy (where a member provides their vote in advance of the meeting on specific motions)
 - Proxy votes are required to be submitted and counted prior to the meeting. The secretary, president and if required, vice president will count the votes and the tally will be announced at the meeting as a part of attendance and quorum. For each motion voted on, the total proxy votes for and against will be announced and included in the vote count.
 - Sign in sheets for member registration at the meetings. A membership list is required as all members must be current, paid members to attend and vote. A volunteer at the door is required to check membership status. A volunteer is also required at the door to accept money as typically members are allowed to pay late dues at the start of the meeting.
 - Name cards for directors and microphone set up.
 - Tea, coffee water available.
- **Creates and updates the Board calendar for all Board related events, meetings, etc.**
 - Maintains and updates a Board calendar, noting the dates for any Board activities (events the Board is involved in such as AGM's, General Meetings, insurance, gaming renewals ect...)
- **Maintains the "motions to date" record for the board**
 - All motions made at board meetings and/or AGM/GMs are recorded. This provides a summary of all decisions made in the past and assists the board in making future decisions without reviewing past minutes.

- **If required, updates bylaws after a General Meeting and submits annual reports, bylaw changes, and other filings as required by the Society Act.**
 - The annual report to the society is to identify changes to board members. It can also include changes to the bylaws and/or constitution. The report is filed on-line and there is a cost associated with it.
 - Bylaw changes will be as a result of a special resolution that has been approved by the voting members.
 - If a director resigns before his/her term of office expires, a form will need to be submitted identifying the change. File changes to directors in the order of the effective date (i.e., file the oldest change first).
- **As required by the societies act, a “Register of Directors” must be maintained. The register must include:**
 - full name, contact information and address of the directors
 - Actual start and end date of the director’s term in office.

Other duties of the Secretary

- The officers of the DCHA have signing authority on all DCHA accounts (President, Vice President, Treasurer and Secretary).
- Ensure the binders held by Directors are returned prior to the end of their term. Update as necessary.