

**The Secretary shall:**

1. maintain hard copy records in a locked filing cabinet, for the benefit of the corporation and its governing body
2. keep accurate minutes and attendance at all regular Board meetings; sign the official corrected copy to attest to its accuracy and bring the Official Book of Minutes to all meetings;
3. expedite an electronic copy of the minutes to the members of the board and endeavor to post the corrected current version on the JBSCI web site
4. expedite an electronic copy of the official bylaws to the board members on request, post an approved current copy in the foyer of the Community Centre and if possible on the JBSCI web site;
5. maintain a current copy of the official SOG's and provide a copy to the Administration Director .
6. assist the president in the preparation of the agenda and forward a copy to each Board member;
7. read correspondence received and follow-up on letters that need replies, as per the decision or direction of the Board;
8. advise Board members of meeting times;
9. prepare the agenda of the Annual Meeting in co-operation with the president;
10. act as secretary at the Annual Meeting;
11. Receive CPIC investigation reports that have been requested by the Legal Director, allow the Administration Director to examine same as quickly as possible and return CPIC investigative report to the owner.
12. In the absence of the President and vice-president, the secretary will inform the Board of the date of the rescheduled meeting.
13. act as a signing officer in the absence of either the President or the Treasurer.