



POLICIES AND PROCEDURES

SECTION TITLE: BOARD OF DIRECTORS	SECTION REFERENCE: BD
POLICY TITLE: SECRETARY PROTOCOL	POLICY NUMBER: BD-014

POLICY STATEMENT:

THE BOARD RECOGNIZES IT IS IMPORTANT THAT THE SECRETARY PROPERLY HAVE HER/HIS DUTIES, EXPECTATIONS AND REMUNERATION OULINED.

PURPOSE: TO OUTLINE THE EXPECTATIONS, REMUNERATION AND DUTIES OF THE STUDENT CENTRE SECRETARY.

A. 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.

B. 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 s/he is invited to.
4. Keep and update an organized filing system.
5. Prepare an adequate transition for the incoming Secretary.

C. REMUNERATION:

The Secretary:

1. Is entitled to \$30 for attendance at each Executive Meeting.
2. Will be paid an hourly honoraria of \$10 for any work undertaken on behalf of the YORK UNIVERSITY STUDENT CENTRE to a monthly maximum of \$300.
3. Will have the means in which s/he can fulfil their duties and expectations provided by the YORK UNIVERSITY STUDENT CENTRE, within reason.

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

Board Approval Date:	25 October 2000
Review Dates:	Annual
Revised Date(s):	Current