

## **Vilna & District Municipal Library Board Policy Manual**

**Category:** Board

**Policy Number:** 106

**Title:** Duties of the Secretary

**Policy Statement:** Duties of the secretary should be clearly delineated.

**Guidelines and Procedures:**

1. Records minutes of the Board meetings.
2. Maintains a file or original minutes, reports, policies, by-laws, etc.
3. Notifies the Board members of the time and location of meetings and ensures that members receive agenda packages.
4. Handles correspondence as directed by the Board.
5. Assists Chair in developing the agenda.
6. Prepares and submits the Annual Report to the Village, the NLLS, and the Government of Alberta.
7. Spearheads development and maintenance of policies #600 - #612.
8. Holds signing authority on Board bank accounts.

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024