

## **COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL**

**Category:** Board

**Policy Number:** 106

**Title:** Duties of 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 of 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 in conjunction with the chairperson.
4. Handles correspondence as directed by the Board.
5. Assists chair in developing agenda.
6. Prepares and submits the Board's "Annual Report to the Government of Alberta."
7. Hold signing authority on Board bank accounts.

**Policy #106  
Duties of the Secretary**