Secretary of the NOTL Residents 'Association (NOTLRA)

Expanded Position Description & Operational Breakdown

1. Role Statement (Expanded)

Serve as the **administrative anchor** of the NOTLRA Board. Work collaboratively with the Chair, Executive Officers, and Committee Chairs to ensure:

- Transparent governance
- Accurate recordkeeping
- Proper communication
- Compliance with NOTLRA's By-laws and legal obligations
- Smooth operational functioning of the Association

Uphold the Board's fiduciary responsibilities by ensuring all decisions, actions, and commitments are properly documented, recorded, and retrievable.

Custodian of the Association's institutional memory.

2. Core Responsibilities Overview

Responsibilities fall into four main domains:

1. **Governance & Board Conduct**
2. **Document & Record Management**
3. **Meetings & Communications Administration**
4. **Legal Compliance & Reporting Support**

Below is a detailed breakdown of each.

3. Governance & Board Conduct

Support the President in Maintaining High Governance Standards

Ensure the Board operates consistently with:

- NOTLRA By-laws
- Governance policies
- Fiduciary obligations
- Conflict-of-interest rules
- Transparency expectations

Specific Duties Include:

- Monitoring compliance with governance procedures
- Alerting the President when a policy, procedure, or deadline is at risk
- Ensuring directors receive materials in a timely manner before meetings
- Supporting Board evaluation processes (when required)
- Maintaining the official roster of Board directors and their terms

Why This Matters

Good governance protects the Association and strengthens public trust — especially with the Town, Region, developers, and community members.

4. Document & Record Management

Responsible for **all official records of the Association.**

Membership & Contact Records

- Maintain the official roll of Members (names, addresses, emails, renewal dates)
- Update membership lists monthly or as needed
- Ensure privacy compliance for all Member data

Minute Books & Official Records

You manage and safeguard:

- Minutes of Board meetings
- Minutes of Member meetings (AGM, special meetings)
- Committee minutes (if required)
- Motions, resolutions, and voting records
- Annual reports and filings
- Governance documents and policy updates

Correspondence & Communications

- Send official notices, agendas, and Board communications
- Respond to or delegate Member inquiries
- Maintain an organized email archive
- Ensure external communications follow approved language

Document Custody & Legal Requirements

- Keep digital and physical archives secure
- Ensure proper formatting of minutes
- Manage the Association's seal (if used)
- Monitor required document retention timelines

This makes you the **primary steward of all institutional records**.

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5. Meetings — Administration & Execution

Responsible for the **full administrative lifecycle of meetings**:

A. Before Each Meeting

Notice & Agenda Management

- Issue notices according to By-law timelines
- Prepare agenda drafts with the President
- Circulate agenda + supporting documents (ideally 5–7 days before)
- Confirm quorum expectations
- Track motions requiring follow-up

B. During Each Meeting

Attendance

- Attend all Board meetings, Member meetings, and committee meetings (as required)

Minute Taking

You capture:

- Attendance + quorum
- Key discussions
- Motions (mover, seconder, vote outcome)
- Decisions
- Action items and assigned responsibilities
- Relevant contextual notes (only when necessary)

Procedure

- Ensure adherence to agenda structure
- Assist the President in procedural clarity

- Flag any issues of By-law compliance

C. After Each Meeting

Document Production & Filing

- Draft minutes within 3–5 business days
- Circulate minutes to the President for review
- Make revisions and finalize for Board approval
- File approved minutes in the official archive
- Track follow-up actions

Member Communication (as required)

- Send approved motions or notices to the membership
- Update records based on Board direction

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6. Legal Compliance & Reporting

You support the Board's legal accountability by:

- Preparing and filing required annual documents
- Maintaining updated corporate records
- Ensuring compliance with Ontario Not-for-Profit Corporations Act (ONCA)
- Ensuring public notices are issued accurately and on time
- Tracking timelines for:
  - AGM
  - Annual financial review
  - Election of directors
  - Membership renewals

Serve as the **compliance navigator**, ensuring no regulatory obligations are missed.

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7. Additional Modern Responsibilities (Not in By-laws but critical)

Because NOTLRA interacts heavily with policy, municipal processes, and community advocacy, the Secretary also often supports:

Information Management

- Organizing policy submissions
- Managing consultant reports
- Maintaining planning correspondence
- Filing relevant municipal notices, minutes, or FOI materials

Advocacy Support

- Creating clean versions of letters, briefs, or meeting notes
- Ensuring accurate records for future advocacy positions

Digital Systems

- Overseeing shared drives
- Implementing naming conventions
- Ensuring secure access and document backups

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8. Estimated Time Commitment (Realistic Breakdown)

Monthly:

- 3–6 hours for Board meeting documentation
- 2–4 hours governance management
- 2 hours correspondence & record updates

Quarterly:

- 4–6 hours preparing AGM/quarterly meeting materials
- 2 hours membership updates

Annual:

- 4–8 hours for annual filings
- 3–5 hours for AGM preparation
- 1–2 hours for onboarding new Board members

Total: approx. 6–10 hours/month depending on the season.

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9. Summary Statement

The Secretary ensures the NOTL Residents 'Association operates with clarity, accountability, and integrity. This role safeguards the Association's records, supports ethical governance, and maintains the institutional memory that enables NOTLRA to advocate effectively on behalf of its residents.