
ABC Housing Co-operative

Secretary - Job Description

Corporate secretary

The corporate secretary is one of the officers of the co-op. The corporate secretary is sometimes called the secretary and is usually a signing officer. The secretary's main duties deal with the corporate responsibilities of the co-op, meetings and communication. If a co-op has management staff, a staff person usually carries out these tasks. However, the corporate secretary is responsible for making sure that they are done.

Corporate responsibilities

The secretary is responsible for the records of the co-op and should check regularly to make sure that:

- the co-op obeys government laws and its agreements with governments,
- the co-op makes proper reports and files the notices that the governments require. This includes the Registrar of Companies and the funding agency,
- the co-op has an up-to-date record of rules and changes to the rules,
- the co-op obeys its own rules, policies and procedures,
- the co-op keeps the minute book up to date and in a safe place,
- the co-op has all records it must keep by law.

Meetings

The secretary makes sure that:

- a quorum of members or directors is present before any decisions are made at a meeting,
- members and directors receive proper notice of meetings,
- only members move motions and vote,
- minutes are taken at all meetings of the members and the board, and that copies of the minutes are available as soon as possible.



Communication

The secretary makes sure that:

- members have up-to-date copies of rules, policies, procedures and committee job descriptions,
- co-op correspondence is handled promptly.

Some co-ops expect the corporate secretary to take minutes at board and members' meetings. Other co-ops appoint another person as recording secretary.

Recording secretary

Some co-ops appoint a recording secretary to assist the corporate secretary. The board can appoint any member who has the necessary skills.

Usually the recording secretary has the following responsibilities:

- record minutes at board and general meetings,
- amend the minute book copy of minutes, rules, policies, reports and other documents if corrections are necessary,
- help the corporate secretary with correspondence.

Limits

If the recording secretary is not a director, the recording secretary

- does not take part in discussions at board meetings,
- does not vote at board meetings,
- has the same responsibility as directors to protect confidentiality. The recording secretary should sign a confidentiality agreement.

Effective date May 15, 2025