



Volunteer Position Description

Corporate Secretary

Role Description

The Corporate Secretary is a member of the Board of Directors and one of three officers. In addition to director duties, the Corporate Secretary shall be the Custodian of the Corporation and all the books, papers, records, correspondence, contracts, and other documents belonging to the Corporation.

Primary Activities

- Member of the Board of Directors
- Signing officer
- Ensures all Corporate Records and Minutes are archived online
- Ensures all appropriate filings and reports are submitted and compliant
- Assists with By-law review and revisions as needed
- Ensures Policies and Procedures are reviewed, updated and compliant
- Assists with Insurance Policy review and renewal

Beneficial Skills and Assets

- Strong and effective communication skills
- Good overall computer and internet skills

Anticipated Hours of Dedication

This position may consume up to eight hours a month.

- Administration is ongoing throughout the year.
- Board Meetings take place in person at the Park Office and usually are 2 – 2 ½ hours in duration.
- Each month has its own administrative planning and/or follow up.