



Secretary, Board of Directors 3 Year Term

Position Description

The Board Secretary plays an important role in making sure that the Orpheus Board fulfills its obligations to the members. By serving as the main coordinator of all Orpheus corporate documents, Board correspondence and submissions to relevant agencies, we ensure the compliance required to maintain our charitable and not-for-profit status. Working closely with the Chair, the Board Secretary supports board effectiveness through the preparation of agendas, recording decisions and tracking board action items. Strong organizational, process, and communication skills are a valuable asset for this role.

- Sees that proper minutes are taken at every Board meeting
- Is one of four authorized cheque signers on the operations account (two must sign)
- Maintains files for the Board and makes them available to Board members, and those necessary available to members of Corporation - including all contact information of each Board and committee member
- Establishes and ensures that the Archives Committee meets and reports to the Board as required
- Organizes all corporation meetings
- Maintains Policies and Procedures Manual as directed by the Board
- Ensures Archives Committee receives a copy of all script and score materials