**Title:** **Secretary**

**Term Renewed**: Even Years

**Purpose**: To prepare and maintain the official documents of the Island Lakes Residents Group (ILRG).

**Role:** The Secretary has the important role of making sure that the business of the ILRG stays on track. The Secretary ensures that official forms and correspondence are kept secure, that official documents are filed on time and that all other formal requirements are met.

**Responsibilities:**

* Assist the Chair in preparing and distributing the agenda.
* Record the minutes of all Board meetings as well as the minutes of any committees to which the Secretary is assigned, making sure that all actions/decisions are duly noted.
* Keep a record of all policies approved by the Board.
* Maintain and monitor a calendar of important dates for the ILRG such as grant filing dates, audit dates, etc.
* Maintain all the records of the ILRG in a safe place in accordance with board policy.
* Make sure that all files are in good order for the next Board Secretary.
* Participate in all ILRG community events.
* Attend monthly Board meetings