



<b>SUBJECT:</b>  <b>Board Secretary</b>	<b>CATEGORY:</b>  <b>Governance</b>	<b>NO.</b>  <b>G-1.15</b>
---	---	---------------------------------

**PREAMBLE**

In accordance with *The SIAST Act* and SIAST Bylaw No. 1, the secretary of the board ensures accurate and complete records of the board are established and maintained.

**POLICY**

- The board shall appoint a board secretary from among its members.
- The board secretary is responsible for:
  - Ensuring the preparation and maintenance of a written record of all proceedings and decisions of the board.
  - Certifying minutes of meetings of the board and meetings of committees established by the board.
  - Having such other powers and duties as the board may specify.

**PROCEDURE**

- At the conclusion of each meeting of the board or any committee of the board, the board secretary certifies the minutes of the meetings and ensures the minister responsible for SIAST is provided a copy.

Approved by:  Board of Directors	Prepared by:  Board Governance/ Policy Committee	Date Issued:  June 18, 2010	Supersedes/New:  Supersedes	Page  1 of 1 #G-1.15
--	---	-----------------------------------	-----------------------------------	-------------------------------