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## Policy Type: Governance

# Policy Title: Role and Responsibilities of the Board Secretary-Treasurer

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### The Role and Responsibilities of the Board Secretary–Treasurer Policy

The Board of Directors shall be the governing body and legal authority of the Association of New Brunswick Massage Therapists (ANBMT). As a member of the Board of Directors, a Board Member acts in a position of trust for the profession of massage therapy, the members, and is responsible for the effective governance of the organization.

#### Role

The Board Secretary-Treasurer shall ensure the maintenance of records, minutes, and legal documents of the Board. The Board Secretary-Treasurer shall ensure the financial integrity of the organization.

#### Responsibilities

The following responsibilities are in addition to those duties as outlined in the Association's Bylaws, **Article 5.12.3, The Secretary-Treasurer** and Bylaw 2, Transitional Provisos, **Article 5, Secretary-Treasurer**:

1. Act honestly, in good faith and in the best interest of the Association.
2. Govern, not manage, the Association.
3. Contribute to defining the Association's strategic directions.
4. Attend and be the secretary of meetings of the Board, Executive Committee and members.
5. Assures that an agenda has been prepared by the Chair and that the agenda is distributed in advance of the meeting;
6. Oversees the distribution of background information for agenda items to be discussed;
7. Review minutes of meetings of the Board, Executive Committee and members for accuracy when such minutes are taken by someone delegated to do so (Executive Director).
8. Ensure appropriate distribution of minutes after meetings of the Board, Executive Committee and members.

9. Oversees the preparation of the minute summaries for the Officers' and Directors' meetings to be made available to members;
10. Receives notices of proposed amendments to the Bylaws, Policies and Procedures, and forwarding same to the Officers;
11. Maintaining an up-to-date record of all amendments to the Bylaws, Policies and Procedures;
12. In the absence of the Chair, may countersign all cheques;
13. Be familiar with legal documents to note applicability during meetings, e.g., Articles of Incorporation and Bylaws.
14. Oversee the keeping of full and accurate books of account and accounting records.
15. Participate in the preparation and monitoring of an annual budget.
16. Ensure the Board's financial policies are being followed.
17. Ensure accounts are reviewed or audited annually by an independent accounting firm.
18. Chair the Audit and Finance Committee.
19. Assume the responsibilities of the Board Chair when the Chair or Chair-Elect is absent or unable or refuses to act.
20. Serve on the Executive Committee.
21. Maintain a constructive working relationship with the Board Chair and Executive Director and as required, provide advice and guidance.
22. Performs other duties as determined by the Board or Executive Committee from time to time.

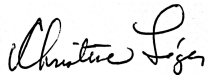
## Requirements

1. Commitment to the objectives, mission, values and work of the organization.
2. Knowledge and skills in one or more areas of Board governance including policy, finance, programs, human resources, fundraising and community relations.
3. Good writing and communication skills.
4. Good financial management skills.
5. Encouraged participation on at least one committee, including attendance at meetings.
6. Participation in bi-monthly and other Board meetings.
7. Participation in the Annual General Meeting (AGM) and other meetings of the membership.
8. Support of the Association and related events.

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9. Availability to serve the required term of office of 2 years to a maximum of 4 years.
  10. Experience serving on a Board of Directors, an asset.

### Amendment

The *Board Secretary-Treasurer Role and Responsibilities Policy* description shall be reviewed annually by the Board Governance Advisory Committee (formerly known as the Nominating Committee) and recommended changes will be presented to the Board for approval.

Approved by Board of Directors: 

Reviewed by Board of Directors: July 11, 2021