



## Secretary Responsibilities

Record or delegate the recording of the minutes of General Meetings of the Membership and meetings of the Board of Directors;

Ensure that BDRA records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-Laws and the Policies and Procedures established by the Board or by the Membership;

Ensure the proper custody of the BDRA's corporate minutes and resolutions and other corporate records and documents;

Be responsible for receiving and distributing all correspondence received or sent by the BDRA and all communications within the BDRA;

Recommend policy to the Board regarding internal and external communications of the BDRA unless specifically noted elsewhere;

Maintain evidence that all necessary and appropriate insurance has been purchased;

Distribute minutes of BDRA meetings within 10 days of the meeting;

Give notice of meeting to BDRA members as required;

Post the minutes, exclusive of financial statements, which may be made available upon request;

Receive a written summary within ten (10) days of all incidents dealt with by a Disciplinary Committee;

Responsible for determining storage criteria of correspondence and records;

Provide new Board members with current information needed to fulfill their roles

Act as a liaison between various groups as needed

Carry out duties as assigned by the Board or the President.