

Manual: Board of Directors

Title:	DUTIES OF THE SECRETARY		No.: CA-170
Section:	Orientation Guidelines	Effective date:	2022-06-21
Issued by:	Board of Directors	Date of last revision:	2021-06-22
Approved by:	Board of Directors Denis M. Pelletier, Acting Chairperson 	Approved on:	2022-06-21
Facility/ Program:			

POLICY

The Secretary of the Board of Directors (the “Board”) is the President and Chief Executive Officer.

Duties of the Secretary

The Secretary must:

- a) Ensure that minutes are written for each meeting;
- b) Ensure that the Board’s correspondence is processed;
- c) Ensure that all reports required under New Brunswick legislation and regulations are prepared;
- d) Be the custodian of all of the Vitalite Health Network’s (the “Network”) minutes, documents, and records;
- e) Be the custodian of the Network’s seal;
- f) Ensure that notices of Board meetings and Board committee meetings are sent to members;
- g) Perform other duties assigned by the Board;
- h) Ensure that the Network complies with the legislation and regulations to which it is subject as well as its By-Laws, rules, and policies;

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- i) Advise and support the Chairperson and Board members in the performance of their duties;
- j) Act as a communication and information link for Board members;
- k) Administer, in collaboration with the Governance and Nomination Committee, the Code of Conduct and Morals and the conflict of interest guidelines governing Board members.

Supersedes:	Zone 1: _____	Zone 5: _____
	Zone 4: _____	Zone 6: _____