

SECRETARY and TREASURER ROLE DESCRIPTIONS

The **Secretary and Treasurer** of the Board of Health **have** specific responsibilities to the Middlesex-London Health Unit.

Responsibilities of the **Secretary-Treasurer** include:

1. **Agendas** – Establishes agendas for Board and Committee meetings in collaboration with the Board of Health Chair and/or Vice-Chair, CEO and MOH.
2. **Meeting preparation** – Works with the CEO and MOH to ensure that all materials are prepared in a timely manner and are of high quality to inform the Board of Health and Board of Health decisions.
3. **Meeting minutes** – Ensures full and accurate minutes of the meetings of all the Board meetings, text of By-laws and Resolutions passed by it.
4. **Oversight of all Board of Health by-laws and policies** – Ensures that every by-law and policy that is passed by the Board will be signed by the Board Chair at the meeting which it was passed and deposited with the **Secretary-Treasurer** for archiving and future reference.
5. **Board learning and development** – Works with the Board Chair, the CEO and the MOH to assist with the development of the Board's knowledge and capabilities by playing a central role in orientation of new Board members and chair-elect. Helps to identify opportunities for the CEO to provide training and continuing education for the entire Board.
6. **Committee attendance** - Serves as an ex-officio non-voting member of all committees.

Responsibilities of the **Secretary-Treasurer** include:

1. **Budget preparation and reporting** – The Treasurer works with the CEO in consultation with the MOH to ensure the Annual Budget and Annual Financial Audits are prepared and completed under the jurisdiction of the Board for submission to the Board.
2. **Committee attendance** – Serves as either a voting or an ex-officio non-voting member of all committees.