| POLICY: | POLICY No. |
|---|---|
| **Duties of Corporate Secretary** | **B-4-iv** |
| EFFECTIVE DATE AS OF:<br>**October 22, 2024** | PRIOR VERSIONS:<br>**January 26, 2021**<br>**November 26, 2019**<br>**June 28, 2016** |

## 1. Policy Purpose:

The purpose of this policy is to provide a process to appoint a Corporate Secretary at MITT and to stipulate the Corporate Secretary's duties and responsibilities.

## 2. Policy:

The board, by resolution, shall appoint a Corporate Secretary. The Corporate Secretary shall be an ex-officio (non-voting) Officer of the Board and an employee of MITT. The Corporate Secretary reports directly to the President of MITT for administrative and non-Board responsibilities and is accountable to the Chair of the Board for responsibilities supporting the Board. The President at their discretion may delegate administrative functions of the Corporate Secretary (as detailed below) to other staff as necessary.

Legislative authority of the position of the Corporate Secretary is derived from the Public Schools Act (Manitoba). The duties of the Corporate Secretary are as follows:

a. Performs function for the board as stipulated in the Public Schools Act (Manitoba).

b. Facilitates and manages the flow of information to and from the board including board correspondence.

c. Provides notification of board and committee meetings.

d. Attends, meets and communicates to appropriate individuals' decisions made at meetings.

e. Drafts, distributes and retains minutes of board decisions and discussions.

f. Ensures that board procedures are followed.

g. Supports the Chair of the Board in ensuring effective board functioning.

h. Enables and assists in the orientation of new board members and ongoing professional development.

i. Maintains custody of documents, contracts, leases, minute books and other official records of MITT.

j. Maintains custody of the President's employment agreement and ensures distribution to administrative departments who have a role in implementing the contract provisions; and

k. Other duties as assigned by the Board in the role of Corporate Secretary.

**3. References:**

The Public Schools Act – Section 53