

**GRAND RIVER
HOSPITAL
BOARD MANUAL**

Approved By:	Board	Number:	3-B-17
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SUBJECT: **Position Description for the Board Secretary**

Role of the Secretary

The secretary of the Board oversees the secretarial and administrative services required for the operation of the Board and Board Committees.

Responsibilities

Meetings

- Attend all meetings of the Board and Committees of the Board; and ensure executive staff and administrative support to all
- Assist the Chair with preparation of agendas for board meetings
- Provide notices of meetings of the Board and Committees and Annual Meetings as required
- Ensure that written minutes of all board meetings are recorded and distributed

Document Management

- Maintain all board records and correspondence and ensure their accuracy and safety
- Direct the preparation of all documents required under applicable law
- Sign documents on behalf of the hospital as authorized by the Board or the Corporate By- laws

Reporting

- Direct the distribution of all communications and reports to the Board
- Communicate issues of concern to relevant committees

Governance

- Provide resources, information and communications as needed for governance processes
- With the Governance and Community Engagement Committee Chair, administer the annual review of all corporate governance documents
- With the Governance and Community Engagement Committee Chair, administer the annual evaluation of Board, director and Committee performance

Education

- Direct the preparation of materials and presentations for the orientation of new Directors
- With the Governance and Community Engagement Committee Chair, coordinate the administration of the continuing education program for Directors

Other

Carry out any other appropriate duties and responsibilities assigned by the Board, Board Chair, or Board Committee Chair.

Appointment

The Chief Executive Officer is the secretary of the Board.

Reference

GRH Corporation By-law