



Waldorf Education Society of Edmonton Position Description - Secretary

Term:

Two years, elected at the Annual General Meeting. A Secretary may be appointed and serve until the next AGM when the position shall be up for election.

Accountability:

The Secretary is accountable to the Board of Directors or Members as specified in the bylaws.

Responsibility:

In addition to the duties carried out as a Board Member, the Secretary is also responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted.

The Secretary may be the registered agent with respect to the laws of the jurisdiction.; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the corporation are filed.

General Duties:

The Secretary is responsible for

- ensuring that accurate minutes of meetings are taken and approved.
- ensuring that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.
- ensuring that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- ensuring that an up-to-date copy of the bylaws is available at all meetings
- ensuring that proper notification is given of directors' and members' meetings as specified in the bylaws.
- managing the general correspondence of the Board of Directors except for such correspondence assigned to others.
- in the absence of the President (and Vice-President, if the position exists), the Secretary calls the meeting to order, presiding until a temporary chairperson is elected.
- attends monthly Board meetings, currently scheduled for the 3rd Thursday of each month and four scheduled WISE meetings that include both Board and Faculty.

WESE Board Roles and Responsibilities:

Leadership - a leader within the WISE community, members of the WESE Board will be a model of professionalism, and work to promote the vision, mission and values established by the Board and Faculty.

Vision - Members of the board are tasked with envisioning the strategic 'big picture', ensuring the growth and sustainability of the school.

Integrity - WESE Board members must have a genuine interest in the impulse of Waldorf Education, and have a strong commitment to the success of the school.

Responsibility- The dual role of parents and board members must be acknowledged and held in the light. WESE Board members will hold their responsibility to the school above personal preferences and biases.

Service - Board members shall not receive remuneration for their contributions and work; choosing in freedom to serve, collaborate and build.

Accountability - The WESE Board of Directors is accountable to our students to provide for their educational, emotional and physical needs while providing the highest calibre Waldorf Education. We are accountable to our employees to be fair and transparent. We are accountable to our regulating bodies to fulfill our obligations to the best of our abilities. We are accountable to the WESE Board to strive for positive and effective governance and communication, to be present for board meetings and email discussions, to contribute to Board work in a meaningful and constructive fashion and to fulfill the tasks we have agreed to.

Resilience - There will be many changes ahead, challenges to overcome, and emergencies to manage. Through these changes Board members must set a tone of grounded optimism, integrity and resilience.

As leaders in the school we must shine in our actions and deeds.

Confidentiality - WESE board members will sign a confidentiality agreement annually. Ensuring the privacy of the personal details of both the WISE staff and all WISE families is a sacred trust.