

**Director Job Description: Corporate Secretary Term:  
Two (2) years**

**Time Commitment: approximately 40 hours annually**

**Revised: April 2021**

All Board Directors commit themselves to LU's mission and programs and actively participate in the development of Board policies and procedures by keeping up to date with pertinent issues and trends and thinking strategically about the implications of the items under discussion. In particular, they will become familiar with the LU By-law and the duties and responsibilities of a Director described therein. They understand the time required to be an effective Board Member and agree to provide this time and to participate in special projects or ad hoc Board Committees as needed. They commit to maintain confidentiality, to recuse themselves in the case of a conflict of interest; and to use collaborative communication and interpersonal skills.

**Job Overview:**

As Corporate Secretary, maintains the records of By-Laws, Minutes, policies, Board job descriptions, and facilitates the filing of required information related to the legal of the organization.

**Duties and Responsibilities:**

1. Maintains the corporate records of the organization (including the By-laws, Minutes, policies).
2. Maintain the Board member's Job Descriptions.
3. Ensure compliance under relevant laws and requirements of regulators are met including but not limited to:
  - Incorporation
  - Non-profit registration
4. Act as an advisor to the Directors

**Competencies and Qualifications:**

1. Excellent analytical and problem solving skills
2. Excellent communications, interpersonal, team building and facilitation skills
3. Computer competency in Word, Excel and e-mail