

# Codiac Regional Policing Authority

**Policy #:** G-1009  
**Category:** Authority Affairs  
**Subject:** Position Description – Secretary  
**Date:** Insert  
**Review Cycle:** Year 5/5  
**Review Date:** 2025

## Framework

### Municipal Agreement

Article 6(5) of the Municipal Agreement establishing the Codiac Regional Policing Authority (CRP Authority) provides that the “Authority may adopt by-laws and policies to govern and regulate its activities.”

### CRP Authority Procedural By-laws

Section 9 of the CRP Authority Procedural By-laws set out the duties of the Secretary as follows:

#### 9.1 The Secretary shall:

- a) Attend all meetings of the CRP Authority to ensure that all minutes, orders and requests are properly recorded
- b) Ensure that members are notified of each regular and special meeting of the CRP Authority
- c) Ensure that members are furnished with copies of all resolutions, enactments and orders of the Board as soon as possible after the meeting of the CRP Authority at which the action of the CRP Authority takes place
- d) Oversee the duties of the Executive Co-ordinator (outlined in Section 10 of the Procedural By-laws), and
- e) Be a signing officer for the CRP Authority and sit on the Executive Committee.

## Policy

### ***(a) Other Responsibilities***

In addition to the foregoing, the Secretary is responsible for:

- Keeping record of CRP Authority members’ attendance at meetings
- Confirming that there is a quorum at CRP Authority meetings
- Signing CRP Authority minutes to attest to their accuracy once approved by the Authority
- Understand and supervise the corporate record-keeping system maintained by the Executive Co-ordinator

- Orients the new Authority-appointed Secretary as needed
- In the absence of the Chairperson and the Vice-Chairperson, acts as the Presiding Officer

***(b) General Expectations***

The Secretary is expected to provide leadership in the administrative and record-keeping life of the organization.

***(c) Desired Skills and Attributes***

Given the important leadership role of the Secretary, the following personal characteristics should be considered in nominating a CRP Authority member to the role of Secretary:

- |                                                                                                |                                                                                                                                                      |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Integrity                                                                                    | • Familiarity with the CRP Authority structure and process                                                                                           |
| • Clear and methodical record-keeping                                                          | • Familiarity with the CRP Authority's framework documents including the <i>Police Act</i> , significant agreements, by-laws and governance policies |
| • Strong organizational skills                                                                 | • A spirit of teamwork                                                                                                                               |
| • Time and ability to meet deadlines and oversee the preparation of minutes in a timely manner | • Transparent                                                                                                                                        |
| • Be available and accessible to the Chairperson or other CRP Authority Board members          | • Having a strong moral compass                                                                                                                      |
| • Effective communicator                                                                       | • Skilled at delegation                                                                                                                              |
| • Sensitivity to group dynamics                                                                | • Concern and care for their community                                                                                                               |