
**DIAGNOSTIC SERVICES OF MANITOBA
BOARD OF DIRECTORS POLICY**

Policy Name: Board Secretary Role

Number: GP-6

Policy Type: Governance Process

Date Approved: April 14, 2005

Date Amended: February 11, 2009

The job contribution of the Board Secretary shall be to maintain the integrity of all Board documents. Specifically, the Board Secretary shall ensure the following:

1. Accurate minutes, including attendance, of all Board meetings, circulated to all Directors.
2. Correspondence on behalf of the Board as directed by the Board or Chair.
3. Secure custody of the Board minute book.
4. Other duties which may be assigned by the Board by resolution.
5. Agendas for board meetings provided to the Directors not less than 7 days prior to the meeting.