



# Role of the Secretary to the Board

Approved by the Board of the Heritage Council on July 17<sup>th</sup> 2020



## 1. Secretary of the board<sup>1</sup>

The board has a duty to ensure that the person appointed as secretary of the board has the skills necessary to discharge their statutory and legal duties and such other duties as may be delegated by the board. Both the appointment and removal of the secretary of the board should be a matter for the board as a whole.

### 1.1 Role of secretary of the board

The role of the secretary of the board should be seen as a support to the board. The secretary of the board may be assigned such functions and duties as may be delegated by the board.

The duties can be classified as follows:

- statutory duties
- duty of disclosure
- duty to exercise due care, skill and diligence
- administrative duties

### 1.2 Governance

The secretary of the board should report to the chairperson on all board governance matters and should assist the chairperson in ensuring relevant information is made available to the board and its committees.

The secretary of the board is responsible for advising the board through the chairperson on all governance matters. The board should have a list of statutory obligations and regulations that are required to be complied with and the execution of which depends on the secretary of the board.

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<sup>1</sup> *Code of Conduct for the Governance of State Bodies*, page 17