



ASSOCIACIÓ KEEP CALM BARCELONA

SECRETARY

Duties and Responsibilities

INTERNAL REFERENCE

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WHAT THE ROLE IS

The Secretary is the association's record-keeper: minutes, member register, register of volunteers, documents, certificates. It's also the second approver on medium payments (over €10, up to €50) alongside a Treasurer, and one of the three approvers, with the President and a Treasurer, on large payments above €50 (Article 26a; the euro values live in the Internal Regulations).

YEARLY

- ☐ Prepare and file the minutes of the Annual Ordinary Assembly (llibre d'actes).
- ☐ Reconcile and update the register of members (llibre de socis) - confirm who's still an actual member, log anyone who joined or left over the year.
- ☐ Minute the Assembly's approval of the annual accounts in the llibre d'actes - the accounts themselves are signed by the President and Treasurer; the Secretary's record of the approval is what legally matters.

QUARTERLY

- ☐ Take and file the minutes of each board meeting.

MONTHLY

- ☐ Process any membership applications received since the last board meeting - written request in, decision at the board's next meeting, result reported to the following Assembly (Article 5).
- ☐ Issue any certificates the association needs (e.g. proof of registration for a venue or bank).

WEEKLY / DAY-TO-DAY

- ☐ Approve medium payments (over €10, up to €50) alongside a Treasurer once an Organiser has asked; large payments (above €50) also need the President (Article 26a - one approval scheme for approving and moving the money, values set in the Internal Regulations; the bank's digital approval flow counts, no physical signature needed).
- ☐ Keep the register of volunteers (llibre de voluntaris) up to date alongside the member register (Statutes Article 22f; Internal Regulations section 9).
- ☐ Keep the association's documents (statutes, founding act, correspondence) in order and accessible.

AS NEEDED

- ☐ Arrange a Catalan or Spanish translation of minutes when they are required for filing or other official use, kept on file alongside the English original (Article 4a - machine translation is fine). English is the authoritative version, so this is not a standing quarterly job.

NOTES

- Either Secretary can act alone with full authority for the role - the joint holding is for workload-sharing and continuity, not a requirement to both sign off every act (Article 15).
- One-year term, unpaid, re-electable (Article 16).