

POSITION: SECRETARY

FUNCTION: The Board Secretary prepares, maintains and distributes the Board's records, such as the minutes, agendas, correspondence and contracts.

TERM: The Secretary is elected to the Executive Committee for a two year term, and is eligible for re-election, but to no more than two consecutive terms in the same position.

REQUIREMENTS / QUALIFICATIONS:

- Attend Executive Committee Meetings and the Annual General Meeting.
- Prepare for and participate in the discussion and the deliberations of the Board.
- Have good communication and written skills.
- Have knowledge of, or a willingness to learn, the activities of the Association, and publicly support them.

DUTIES:

- To attend Executive Committee Meetings and the Annual General Meeting.
- To record accurate minutes at all meetings, including items discussed, items voted on with the result of the vote, attendance and action items generated at the meeting.
- To assist the President in preparing meeting agendas.
- To distribute minutes of the Board meetings before the next meeting.
- To maintain the files of the Association, including minutes and agendas of all business meetings, reports prepared by Executive Officers and Committee Chairs, and other materials as directed by the Board.
- To assist the President with correspondence as required.
- To coordinate communications activities of the Association.
- At the end of term, to turn files/records over to the incoming Secretary.