

<b>Position Role</b>	<i>Secretary</i>
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## Position Purpose

The purpose of this role is to ensure the integrity of the governance framework, being responsible for the efficient administration of the Association, ensuring compliance with the Constitutional requirements and supporting the implementation decisions made by the Board of Directors.

## Duties and Responsibilities

The Secretary is responsible for doing, or making the necessary arrangements for the following:

- Issuing notices of General Membership Meetings and Directors' meetings;
- Taking minutes of General Membership Meetings and Directors' meetings;
- Keeping the records of the Society in accordance with the Act;
- Conducting the correspondence of the Board;
- Confirming that the Treasurer has filed the Annual Report and keeping a copy of said report.

In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary at the meeting. This person will be responsible for carrying out the duties and responsibilities as listed above

## Additional Information

- The role of Secretary is an Executive position and acts as part of the Board of Directors. The Executive shall be appointed by the elected Directors and as all positions, a non-paying role.
- The role of Secretary is a two (2) year term. The term of office commences and ends at the date of the Annual General Meeting.
- The member elected or appointed as Director must either give written consent to be a Director or be present at the meeting and not refuse to be a Director.
- The member elected or appointed must be prepared to spend the necessary time to further the objectives of the Association.
- Upon the expiration of their terms, all Directors must turn over to the Board all monies, books, and papers belonging to the Association.
- Each Board member shall review the agenda and supporting documents prior to the meeting.
- Each Board member shall act honestly, in good faith, and be available for tasks and duties that serve the best interests and functions of the Associations and the business community.

- Each Board member shall take an active role on the Board through participation in projects and committees.
- Each Board member shall promote the Association membership and its activities.