



Position Description

Secretary

Purpose

The Secretary is the primary officer responsible for the maintenance of corporate records and ensuring compliance with the by-laws.

Qualifications

The Secretary should have excellent writing and communications skills, be proficient in word processing and e-mail technology, be able to take notes then organize and summarize discussions accurately and succinctly in a timely manner.

Key Responsibilities

1. Record the minutes of all meetings of both the Board of Directors and the Council of Delegates and report them in a timely manner not to exceed 30 days from the adjournment of the meeting
2. Maintain the bylaws as they are amended, record a history of such amendments and certify the bylaws as current and accurate
3. Be sufficiently familiar with the bylaws to ensure that all activities of the Association are done in compliance with the bylaws, including the timely distribution of all required notices
4. Oversee the custody of corporate records and the seal of the corporation
5. Control the application of the corporate seal to all documents authorized by the Board of Directors

Reports to

- Chairman of the Board

Coordinates with

- President
- Director of Finance & Administration