



Board of Directors Member Outline

SECRETARY

Version 2.0 - September 10, 2014

Key Responsibilities

1. Together with the Board of Directors, assist in establishing an annual plan for the Society at the start of your Term.
2. Together with the Vice President and Treasurer, you join the Society President in forming the Society Executive Committee. This Executive Committee has a certain set of responsibilities. Discuss the role of the Executive Committee with the President and other Society officers involved.
3. Attend regular Board meetings.
4. Keep the minutes of Society meetings (Board meetings, General Meetings, Annual General Meeting).
5. Maintain a list of action items resolved during Board meetings, and incorporate into meeting minutes.
6. Reproduce minutes, and send them to Board members in a timely fashion following meetings.
7. Volunteer to participate in Society Committees as required, and assist in acting as a liaison from committees to the Board of Directors.