

Position: Secretary

Role

The Secretary is the Association's chief governance record-keeper and coordination officer. The role ensures that the Board's work is well-documented, transparent, and accessible, and that official records, communications, and membership data supporting governance are accurate and current. The Secretary enables effective board decision-making by ensuring that meetings are well-prepared, records are complete, and institutional knowledge is preserved.

Term and appointment

- Term: 2 years, up to two consecutive terms according to the ByLaws
- Elected or appointed according to the bylaws and board policy
- Serves as a voting member of the Board and of the Executive Committee

Authority and scope

- Exercises authority as delegated by the Board and Chair
- Acts as custodian of the Association's official records
- Operates within the parameters of the bylaws, board policies, and approved governance procedures
- This role supports governance and continuity; it does not replace staff administrative functions when staff are in place

Core responsibilities

- Prepare and manage Board meeting agendas
- Record, produce, and maintain official meeting minutes
- Maintain and safeguard governance archives and institutional records
- Coordinate Board and committee communication and processes
- Track and maintain membership data and governance metrics
- Review and update website and public-facing governance information
- Provide and transition administrative support functions as applicable
- Track and document event participation and attendance (as applicable)

Qualifications and competencies

- Strong organizational and documentation skills with exceptional attention to detail
- Ability to synthesize discussions into clear, accurate, and neutral records
- Comfort working with membership and governance platforms such as MemberClicks
- Discretion, professionalism, and sound judgment in handling sensitive information
- Commitment to transparency, continuity, and effective governance

Time commitment

- 6 to 10 hours per month