



JOB DESCRIPTION

Position Title: Secretary

Position Type: Voluntary Board Officer

Reports To: The Vice President and the Executive Committee (EXCO)

Employment Type: Remote (*Paid Part-Time/Contract*)

Position Summary

The Secretary of the Association plays a critical role in the governance and administrative functions of the organization. This position is responsible for ensuring the integrity of the Association's records, facilitating communication between the committee, management, and members, and upholding legal and compliance requirements. The Secretary is the custodian of the Association's official documents and is a key officer in ensuring the smooth and efficient operation of the Executive Committee.

Key Responsibilities and Duties

The duties of the Secretary are multifaceted and essential to the proper functioning of the Association. These responsibilities can be categorized as follows:

1. Meetings and Minutes

- 1.1. **Meeting Coordination:** In collaboration with the President and Vice President, schedule all meetings, ensuring compliance with the notice requirements outlined in the Association's bylaws.
- 1.2. **Agenda and Materials:** Distribute meeting agendas, previous meeting minutes, and other relevant materials to the EXCOs in a timely manner to allow for adequate preparation.
- 1.3. **Minute Taking:** Accurately record the minutes of all board meetings, capturing key discussions, decisions, and action items. The minutes should serve as a clear and concise record of the board's proceedings, not a verbatim transcript.
- 1.4. **Minute Approval and Distribution:** Ensure that minutes are reviewed, approved by the board, and distributed to all relevant parties in a timely fashion.

2. Record-Keeping and Administration

- 2.1. **Custodian of Records:** Maintain the official records of the Association, including the articles of incorporation, bylaws, board policies, minutes, and other legal documents. These records should be kept in a secure and accessible manner, both physically and electronically.
- 2.2. **Board Binder:** Maintain a comprehensive board binder (or digital equivalent) containing all key governance documents, policies, meeting minutes, and financial reports.



- 2.3. **Membership List:** The Secretary is responsible for maintaining an accurate and up-to-date list of its members.

3. Communication

- 3.1. **Official Correspondent:** Serve as the official correspondent for the Association, handling incoming and outgoing communications as directed by the EXCOs.
- 3.2. **Information Conduit:** Act as a central point of communication between the EXCOs and members, ensuring that information is disseminated effectively and efficiently.
- 3.3. Monitor and respond to comments/messages to foster interaction on all the Association's platforms.
- 3.4. Collaborate with committees to amplify initiatives (e.g., training programs, events and other community engagement programs).

Qualifications and Skills

The ideal candidate for the role of Secretary will possess the following qualifications and skills:

- 2+ years of administrative or secretarial experience (nonprofit/legal setting a plus).
- Proficiency in Microsoft Office, Google Workspace, and virtual meeting tools.
- Exceptional attention to detail and discretion with confidential information.
- Self-motivated with strong time management for remote work.

Fiduciary Duties

As a member of the Executive Committee, the Secretary has a fiduciary responsibility to the Association, which entails duty of care, duty of loyalty and duty of obedience.

Time Commitment

The role of Secretary requires a significant time commitment, including attendance at all board meetings, preparation for meetings, and time for administrative tasks between meetings. **The estimated time commitment is 10 hours per month.**