

## **SECRETARY**

The following are the duties and responsibilities of the Secretary.

The Secretary shall:

1. Issue notice of all General, Executive, and Annual General Meetings not later than fourteen (14) days prior to the meeting date and inform Website coordinator.
2. Obtain membership list from National to ensure that the most up-to-date member list and addresses are utilized.
3. Arrange any necessary typing and photocopying for mailing notices of meetings.
4. Attend and record the minutes of General, Executive, and Annual General Meetings.
5. Maintain a record of attendance of all meetings.
6. Assist the President with the preparation of agendas.
7. Distribute the minutes of the General and Executive Meetings with the agenda of the next upcoming General and Executive Meeting respectively.
8. For each General Meeting, request from each Executive Officer, Committee Chairperson and Chapter Chairperson, a copy (electronic or written), of his/her report, as appropriate.
9. Request from the President, Delegate and Treasurer, PANS representative and NSCP representative, Committee Chairpersons and Chapter Chairpersons, if applicable, an Annual Report (electronic or written), to be submitted not later than three (3) weeks prior to the date of the AGM.
10. Distribute to the membership, along with the notice of the next AGM, location of the reports on the branch website or copies (as required) of the previous AGM minutes and the current annual reports of each Executive Officer, Committee Chairperson and Chapter Chairperson not later than fourteen (14) days prior to the meeting date.
11. Forward the minutes of all Executive Committee and General Meetings as well as minutes and reports of the AGM to the Executive Director of CSHP National, and the Branch Website coordinator.
12. Receive copies of correspondence and reports from Executive Officers and Committee Chairpersons to maintain complete Branch correspondence files.

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13. Facilitate the posting of the NS Branch Executive documents to the Branch website as necessary and maintain a copy of all modifiable documents.
14. Send copies of all Branch correspondence directed to CSHP National to the Branch Delegate.
15. Act as an Executive Committee liaison to one or two Branch committees as assigned by the President.
16. Act as branch historian by ensuring that a copy of all General and Executive Meeting minutes (including corresponding reports), correspondence, member lists and financial reports are kept in a master binder and/or on an appropriate media storage device. These files should be kept for 7 years, and then discarded or submitted to the Nova Scotia Public Archives, if deemed suitable.
17. Maintain a current list of Executive members including start of term and year term expires.
18. Review current terms of reference governing your position and suggest revisions. This should occur with each changeover of the position.