



ELK ISLAND LOGOS SOCIETY

JOB DESCRIPTION

POSITION: SECRETARY

Authority and Responsibility

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, the Secretary acts in a position of trust for the society and is responsible for the effective governance of the organization.

Requirements

Requirements of the Secretary include:

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 4) Support of any special events.
- 5) Support of and participation in fundraising events.

Term

The Secretary is elected by the membership at the Annual General Meeting and serves for a two-year term. The Secretary may be released at the end of the elected term, by resigning, or according to the Elk Island Logos Society's bylaws.

General Duties

The Secretary is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy for the Elk Island Logos Society

In addition to the General Duties of Board Members (Directors), the Secretary must:

- 1) Keep accurate minutes and a record of attendance of Board Meetings and the Annual General Meeting.
- 2) Revise the format of minutes as needed to make them most accessible, understandable and actionable by the Board.
- 3) Distribute the minutes in a timely fashion allowing time for follow up on actions resulting from the meeting.
- 4) Make copies of the previous meeting's minutes available to be approved by the Board.
- 5) The Secretary must appoint a delegate from the Board if they cannot be present at a meeting.
- 6) Help Prepare Annual Forms of Society and Non-profit organizations to Provincial Government.

Evaluation

A Vice President's performance is evaluated annually based on the performance of assigned Board and Secretary's requirements and duties.

Last Approved: October 8, 2019

Next Review: October 2021