

Secretary
Position Description

Position: Secretary

Authority and Responsibility:

The Board of Directors is the legal authority for the Winnipeg and District Branch of the National Association of Federal Retirees. As a member of the Board, a Director acts in a position of trust for its members and is responsible for the effective governance and financial accountability of the Branch.

Requirements:

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, human resources, and advocacy.
3. Willingness to serve on committees.
4. Attendance at Board meetings.
5. Attendance at meetings of assigned committees.
6. Attendance at Annual General Meeting.
7. Support of special events.

Term:

Directors are elected by the membership at the Annual General Meeting. Board Directors serve for a two-year term and may be re-elected to the same or new position. Board Directors shall not hold the same position for more than four (4) consecutive years. Director's term begins at the time of election.

General Duties:

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, and advocacy.

The Secretary:

1. Serves on the Executive Committee.
2. Keeps copies of the organization's bylaws and the Board's policy statements.
3. Keeps lists of Board Members, committees.
4. Notifies Board Members of meetings.
5. Brings official minute book to meetings.
6. Keeps record of Board attendance.
7. Makes sure that there is a quorum at Board meetings.
8. Records all motions and decisions of meetings.
9. Records all corrections to minutes.

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10. Keeps copies of minutes of both Board and committee meetings.
11. Distributes copies of minutes to Board Members promptly after meetings.
12. Conducts general Board correspondence.
13. Keeps records of all Board correspondence.
14. Signs Board minutes and corrections to confirm their accuracy.
15. Signs official documents of the organization as required.

Review Date and Approval Date

The Nominating Committee annually reviews the Secretary's job description.

Recommended changes are presented to the Board.

Approval by Board Meeting Minute Dated: September 8, 2016

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