

Secretary

REPORTS TO:

The President and General Membership. The Secretary responds to emails at wns.secretary1@gmail.com.

BASIC FUNCTION:

The Secretary ensures accurate and sufficient documentation exists to meet legal requirements and enables authorized individuals to determine when, how, and by whom the Board's business was conducted. This includes maintaining accurate meeting minutes, safeguarding records, and ensuring accessibility per the Association's bylaws. Additionally, the Secretary fulfills the duties of an Executive member and Officer of the Association, maintains membership records, and oversees the application process for new members.

The Secretary is elected in odd-numbered years.

SKILL SET:

- Proficiency in Microsoft Word, Google Docs, Dropbox, Excel, internet usage, email systems, and file organization.

KEY RESPONSIBILITIES:

- Ensure accurate minutes of Executive, Special, and Annual General Meetings (AGMs) are taken and approved, including:
 - Date, time, and location of the meeting.
 - Attendance (present and absent).
 - Discussion points and reports.
 - Motions presented and their outcomes.
- Distribute finalized meeting minutes to all entitled attendees.
- Chair the Awards Committee and coordinate the awards process.
- Act as custodian of records, ensuring compliance with legal and organizational requirements.
- Maintain and secure the Association's records, making them available to authorized individuals when required.
- Collaborate with the Treasurer to ensure membership fees are paid.
- Oversee the nomination process for election of Directors and Executive Committee members in partnership with the PSO Coordinator.

RELATIONSHIPS:

The Secretary is accessible to all Board Members and the general membership. They work closely with the Board of Directors to maintain transparency and effective governance.

TIME COMMITMENT:

Approximately 8 hours per month, allocated as follows:

- 5 hours for work-related tasks.
- 3 hours for attending monthly Board meetings, the AGM, and events as required.