

SECRETARY Roles and Responsibilities

1.0 OFFICE AND TERM

- 1.1 Two-year position to maintain continuity within the executive committee.
- 1.2 This position is elected at the Spring Annual General Meeting.
- 1.2 Designate at meetings or events, to be determined by the secretary as required

2.0 SCOPE

- 2.1 Record and distribute minutes of Executive Committee meetings and Annual General Meetings (AGM).
- 2.2 Handle and maintain copies of all major correspondence.
- 2.3 Coordinate nomination procedures for officers.
- 2.4 Run election procedures at Annual Business Meeting (AGM).
- 2.5 Communicate with Corporate Registries as required by the Societies Act.
- 2.6 Plan and carry out their responsibilities (as per the Local Section Calendar of Activities) for the year.

3.0 RESPONSIBILITIES

The specific responsibilities of this role are outlined in the Local Section Calendar of Events.

3.1 Minutes

- 3.1.1 Record minutes of all Executive meetings and forward copies to Executive Committee members.
- 3.1.2 Record minutes of Annual General Business Meeting and distribute to all members.
- 3.1.3 In accordance with the bylaws, these records shall be available for examination.
- 3.1.4 Hand over minutes and all other files to incoming secretary.

Section 2 – Secretary

3.2 Correspondence

- 3.2.1 Maintain files of all pertinent incoming and outgoing correspondence received from Executive Committee members.
- 3.2.2 Coordinate and maintain updates to the Policy Manual.
- 3.2.3 File annual return, and audited financial statement with Corporate Registries each spring as per the Calendar of Activities.
- 3.2.4 Send bylaw changes to National AIHA for Board approval and to Corporate Registries for government approval.
- 3.2.5 Order Section supplies as necessary.
- 3.2.6 Arrange for a member of the executive living in either Edmonton or Calgary to check the post office box on a regular basis and forward the correspondence to the appropriate executive member. As the contact member changes, notify Canada Post.

3.2.6.1 This contact member change will typically occur at the Executive cross over meeting.

3.3 Nominations

- 3.3.1 Send requests for nomination to membership according to the bylaws.
- 3.3.2 Assure notices of nominees and election are sent to the membership at least 14 days in advance. This can be done via newsletter if the timing is right.

3.4 Elections

- 3.4.1 At the general meeting, provide one ballot for each paid member.
- 3.4.2 Introduce and collect ballots after voting.

Assure that 2 members are selected (neither should be on the Executive Committee nor running for office) to count the ballots and present the results to the President for announcement.

3.5 Bylaws

- 3.5.1 The Secretary maintains the original copy of the past and current bylaws, including all approvals from the provincial government (Societies Act) and the National AIHA.
 - 3.5.1.1 These can be maintained on the AIHA Alberta website for continuity.

4.0 COMPENSATION

- 4.1 This role shall receive no direct monetary compensation for their work. In addition this role will not obtain monetary or other compensation from an

Section 2 – Secretary

external source for work or material generated by their duties in this role.

- 4.2 In return for their work, this role shall have their yearly membership fee waived.
- 4.3 This role, at the discretion of the executive, can have fees for Symposia, Technical Sessions or other events waived.