



Job Description – PAN Secretary

Responsibilities of PAN Secretary

POLICY:

The Secretary is elected by the Board of Directors, to serve at the will of the Board of Directors, and may be removed at any time by the Board of Directors.

REQUIREMENTS:

1. Personal commitment to devote the time necessary to perform the responsibilities of Secretary.
2. Understanding of good practice for minute taking.

DUTIES:

1. Attend all meetings of the Board of Directors.
2. Serves on the Executive Committee if one exists.
3. The Secretary is responsible for ensuring that accurate minutes of meetings are taken and approved. Requirements of minutes should include at a minimum:
 - date, time, location of meeting;
 - list of those present, regrets and those absent without regrets;
 - list of items discussed;
 - list of reports presented;
 - text of motions presented and description of their disposition.
4. With the support of the Executive Director or designated staff alternate, the Secretary ensures the safety and accuracy of all board records - the Secretary acts as the custodian of records and ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (eg. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.
5. With the support of the Executive Director or designated staff alternate, the Secretary ensures that official records are maintained of members of the organization and Board. They ensure that these records are available when required for reports, elections, referenda, other votes, etc.
6. With the support of the Executive Director or designated staff alternate, the Secretary ensures that proper notification is given of directors' and members' meetings as specified in the by-laws. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.



7. The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. In the absence of the Co-Chairs, the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The Secretary records meeting minutes as described above. Depending upon the by-laws and practices of the organization, the Secretary may perform these duties for Member meetings (e.g. Annual General Meeting) and/or for an executive committee.
8. The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign cheques, correspondence, applications, reports, contracts or other documents on behalf of organization.