



Secretary

Summary: The Secretary helps ensure the smooth and effective functioning of the Society and running of the monthly Board meetings.

Guidelines

- Each Director has assigned responsibilities relevant to their discipline
- Directors are responsible for fulfilling the responsibilities
- The Administrator supports the Board of Directors as detailed below
- Directors are responsible for dedicating their time to their relevant action items and present their progress at monthly Board meetings and updates to the rest of the Board of Directors

Responsibilities

- Take minutes for monthly Board meetings – If unable to attend secure alternative Director to take these minutes
- Distribute minutes to Board members within a week of the Board meeting being held
- Responsible for presenting updates during monthly Board Meetings - if not present, responsible for pro-active communication of topics (at least 1 day before the Board Meeting) in writing
- Share agenda and previous Board meeting minutes prior to scheduled Board meetings at least one week prior to meetings
- Maintain records of the Board and ensure effective management of these records
- Liaise with external Corporate Administrator as required
- Be familiar with legal documents (Articles of Association, By-Laws etc.) to note applicability during meetings.
- Contribute towards the organization of annual Society events including but not limited to Annual Conference, Gala CAHRE Awards and AGM
- Additional duties as assigned

Secretary dates: 19 November 2026 – November 2028

I, _____ confirm my agreement to undertake the above responsibilities and duties as listed.

Signature

Date