



Job Description: Secretary

Overview

- Takes care of organizing and chronicling executive meetings

Meetings

- Attends executive meetings
- Types up an agenda and distributes it with the minutes of the previous meeting to the executive in a timely manner before the executive meeting, the AGM, and any other special meetings called
- Records the minutes for executive meetings and the AGM (or organizes a suitable replacement) and uploads to Google Docs. Maintains Master Copy
- Advises the President if the motion is unclear or needs to be voted on before moving to the next topic
- Ensures corrections to the minutes are recorded and that the executive is advised of the correction/s at the following meeting
- Records tabled motions and brings them to the President's attention on the appropriate date
 - Maintains a master binder with minutes from all executive meetings and executive list to be passed on to the President for filling in N.A. master files at the conclusion of the fiscal year
 - Ensures that AGM folder containing: previous year's minutes, Executive reports, Financial Statement, attendance record is available at the AGM
- Deals with all correspondence relating to the position
- Updates this list of responsibilities to make it more specific
- Compiling and maintaining ANA membership list as per Bylaws
- Website Maintenance as required