



Canada

Board of Directors: Job Description

POSITION TITLE: Secretary

WHAT ARE THIS ROLE'S KEY RESPONSIBILITIES?

According to the Apra Canada By-Laws (2017), the primary duties of the Secretary are to “be responsible for making the necessary arrangements for: (a) the issuance of notices of meetings of the Association and the Board; (b) the keeping of minutes of all meetings of the Association and the Board; (c) the custody of all records and documents of the Association, except those required to be kept by the treasurer; (d) the maintenance of the register of Members; and (e) the conduct of the correspondence of the Association.”

Specific accountabilities:

- Record keeping of the Board activities, namely compile and share meeting minutes; this can include work on the Board by-laws or other records.
- Organizes Board meetings (usually held every 2 months) and sends out an agenda and materials for the meeting to Board members in advance.
- After each Board meeting, mail final signed and Board-approved meeting minutes to Apra Canada’s law firm.
- Send updates to Apra Canada’s law firm with regards to other documentation, such as Consent to Act as Director forms, which must be signed and mailed in following every election.
- Assist with the organization of the Annual General Meeting, annual Board elections, and for organizing the annual Apra Canada Radikha Jaggernaut scholarship competition.
- Retain and archive permanent records associated with this position.

DOES THIS POSITION INTERACT WITH ANY INTERNAL OR EXTERNAL STAKEHOLDERS? PLEASE IDENTIFY/EXPLAIN.

The Secretary primarily deals internally with board members, but during organization of the AGM, elections and scholarship competitions, has interactions with the Apra Canada membership. The Secretary also occasionally interacts with Apra Canada’s law firm (currently Magellan Law).

DOES THE WORKLOAD FOR THIS POSITION VARY DEPENDING ON TIME OF YEAR, OR IS IT CONSISTENT?

The workload is heavier in the fall and winter, leading up to the annual Board elections and the AGM. Workload also increases during the annual scholarship competition, held in late spring. The workload during the summer is usually light.

DOES THIS POSITION REQUIRE ANY SPECIAL SKILLS OR KNOWLEDGE TO BE MOST EFFECTIVE?

- Strong attention to detail, organizational and written communication skills.
- As one of the three Officers of the Society (including the President and Treasurer), the Secretary must be an Apra International member in good standing.