

Secretary	Elected to the Board of Directors
Authority:	Subject to the by-law or directions given in it, by a majority vote at a properly called meeting, have full control and management of the business and affairs of the Society.

Job Summary

The Secretary shall maintain accurate records of all meetings, motions and decisions made by the Board as a permanent record of the organization. In the absence of both the President, and the Vice-President, the Secretary shall chair the meeting until an alternate Chairperson is elected by the attendees of the meeting to preside.

Primary Responsibilities

- Serves on the Board of Directors.
- Keeps copies of the organization's bylaws and board policy statements.
- Keeps a list of Board Members, Chairs and general membership as part of the organization's permanent record.
- Notifies board members of meetings.
- Attends all Board meetings.
- Brings the official minute book to the meetings.
- Keeps record of Board attendance.
- Makes sure there is a quorum at Board meetings.
- Keeps accurate minutes of meetings.
- Records all motions and decisions of meetings.
- Signs Board minutes to attest to their accuracy.
- Records all corrections to minutes.
- Keeps copies of minutes of both Board and Committee meetings as part of the organization's permanent record.
- Distributes copies of the minutes to Board Members promptly after meetings.
- Conducts general Board correspondence.
- Signs official documents of the organization as required.
- Makes sure members are notified of General meetings.
- Orients the New Secretary.
- Passes the Official Minute book to the New Secretary.
- Performs other functions and duties as may be delegated by the Board.

Key Competencies

- Proficient in word processing and minutes taking.
- Team player with good communication skills.
- Strong commitment to the mission of the Icelandic Canadian Club of Edmonton.

Experience

Previous experience as a board member for a non-profit organization is an asset.

Term

All officers of the Board will be elected by a majority vote at the annual general meeting, and will remain in office for two years.

Evaluation

Criteria for evaluation of Board Members is to be determined.

Benefits

- Strengthening your management and leadership skills.
- Enriching your life through building relationships within the Icelandic community both locally and abroad.
- Experiencing and sharing Icelandic culture first hand.
- Increased opportunities for travelling and networking.

Time and Financial Requirements

- 4 hours per month, 10 months per year.
- Cost of transportation to and from meetings is not reimbursed.
- If attending the INL of NA convention, food & beverage costs are a personal expense, all other expenses must be approved by the AGLC.

Approved by:	Donna Crozier
Date Approved:	August 14, 2017