

SECRETARY JOB DESCRIPTION

- The Secretary is normally elected at the Annual General Meeting for a term of one year. Two years in the position is recommended.
- The Secretary is a member in good standing of the CSD and agrees to work toward fulfilling the purposes of the Society.
- The Secretary is a Director and is encouraged to contribute to the decision making process with personal suggestions and questions.
- The Secretary may be empowered by the Board of Directors to carry out his/her affairs of the Society generally under the supervision of the officers.

Duties Include

- Shall attend all Board meetings and act as clerk recording meeting Minutes and votes of all proceedings in the CSD books to be kept for that purpose.
- Will give notice of all meetings of the members and of the Board of Directors, and shall perform other duties as may be prescribed by the Board of Directors.
- Keep an archive history of the e-mail correspondence for the CSD dowserarchive@gmail.com
- Keep record of signed Confidentiality Agreement each term.
- Reasonable expenses for supplies or services incurred by the Secretary will be reimbursed. Submit receipts or statement to the CSD Treasurer.
- Reasonable expenses for travel to attend CSD Board meetings will be reimbursed. For travel by personal vehicle, gas expenses are reimbursed.
- The Secretary will receive free registration, accommodation, meals and parking at the Annual Convention/Annual General Meeting.
- As a Director, the Secretary may receive special rates for CSD sponsored workshops.
- Other duties that the Board of Directors requires of them
- When leaving this position with the CSD Board he/she will assist with the transition to the person taking over this role.

How to Record Meeting Minutes

- Record the Minutes of the meeting using the CSD Meeting Minutes Template.
- Use standard naming convention for the Meeting Minute files.
- Standard date format is year-month-day.
- Title the Minutes as first draft, final version.
- Questions of clarification about what should be recorded are helpful and welcome.
- Circulate first draft to Directors by email asking them to review.
- Make changes to Minutes based on feedback – entitle it “final version”.
- Circulate final version to Directors by email, for approval prior to next meeting.
- Meeting Minutes approval should be by vote at beginning of next meeting.
- Once the Board has voted to accept the Minutes as written or as amended, the Secretary and the President will sign one final copy of the Minutes.
- The Minutes and all attachments are kept in chronological order in the CSD Meeting Minutes hanging folder box – this is part of the archives of the Society
- Note - the Annual General Meeting Minutes are not approved and signed until the next AGM.