

SECRETARY

Overview

The Secretary is the recording officer of the Chapter. The Secretary is responsible for creating, distributing and managing Board agendas, minutes, reports, correspondence and other documents of the Chapter. The Secretary is also responsible for scheduling meetings of the Chapter Board.

Responsibilities

GENERAL RESPONSIBILITIES

- Prepare agendas and records minutes of Chapter Board and Committee meetings (as appropriate).
- Distribute agendas, minutes, reports, correspondence and other documents to the Board, Board Committees and Chapter Members.
- Keep and safeguard all Chapter records in accordance to the records retention and disposition schedule.
- Acknowledge and prepares correspondence and other communications as required on behalf of the Chapter.
- Schedule Chapter Board meetings.
- Maintain a list of Chapter owned equipment and supplies.
- Submit a budget to the Board on an annual basis.
- Prepare and submit monthly reports to the Board as necessary.
- Attend all Chapter and Board of Director meetings.
- Perform other related duties as appropriate.

SECRETARY CONTINUED....

Key Tasks

- Scheduling Board Meetings
- Attending Board Meetings
- Preparing Agendas
- Collecting Reports
- Circulating Agenda Package
- Preparing Minutes
- Filing Records
- **Annual Action Items (Bring Forwards)**
- **Completing ARMA Forms**

Key Dates

- Agendas – Two weeks prior to the Board Meeting
- Minutes – One Week after the Board Meeting
- ARMA International Annual Chapter Update Form – by August 1st
- BC Registry Annual Society Form – 30-60 days after the AGM

Relevant Policies/Procedures

Chapter Data Map
Chapter Operations Manual
Chapter Bylaws
Records Classification and Retention Schedule