

## **Secretary**

The Secretary is an elected position with the CSHP-NL Branch for a two year term (maximum 3 consecutive terms).

The Secretary:

- Serves as custodian of all official documents of the Branch, including Branch correspondence.
- Assists the President in the preparation of agendas for meetings.
- Records attendance for all Branch meetings.
- Records full and accurate minutes of all meetings of the Branch.
- Obtains reports from relevant Branch Council members and committee chairs prior to the Annual General Meeting and distributes to the membership.
- Obtains reports from the President, Treasurer and Delegate prior to the Semi-Annual Meeting and distributes to the membership.
- Distributes the minutes of General meetings to Branch members no later than 1 month following the meeting.
- Forwards a copy of all General meeting minutes to the CSHP National office on request of the Board.
- Maintains the Branch email contact list for Branch communications.
- Serves as the custodian for all Branch email communications.
- Is a member of the Communications Committee.
- Liaises with Committee Chairpersons, as appointed by the President.
- Maintains knowledge of parliamentary procedure.
- Provides orientation to the incoming Secretary, communicating duties and responsibilities.
- Annually reviews the Position Description for the Secretary and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.