



## **SECRETARY**

The Secretary is elected at the Bi-Annual General Meeting (during the Scientific Conference) for a two-year term and undertakes the following tasks:

### **Administrative**

1. Functions as a member of the Executive Committee and attends all meetings.
2. Prepares the minutes of Annual General Meetings, Board Meetings, Executive Meetings and Executive/Board teleconference meetings as recorded by staff.
3. Works with staff to circulate the minutes of Annual General Meetings, Executive Meetings, and Executive/Board teleconference meetings to the members of the Executive and Board of Directors.
4. Works with staff to carry out correspondence on behalf of the Association, as appropriate, and sends a copy to the President as needed.
5. Shares correspondence with Executive/Board during Executive/Board Meetings.
6. Receives, in writing, proposed amendments to bylaws.
7. Ensures that any changes in bylaws are filed with Corporations Canada.
8. Maintains the official files/correspondences of CGNA in Dropbox or other file sharing service.
9. Ensures that a current list of contact information for board of directors is maintained by staff for publications in the Newsletter and Website.
10. Ensures that there is publication of notice of Annual General Meeting and notice of bylaw changes within timelines ahead of the Annual General Meeting as required in the bylaws. These notices are to be published in the Newsletter and distributed by email to members.
11. Keeps the Operations Manual up-to-date in conjunction with President-elect and staff.
12. Completes designated tasks in follow-up from meetings.