



Board of Directors – Job Description

Position Title: Secretary

Roles & Responsibilities

According to the Apra Canada By-Laws (2017), the primary duties of the Secretary are to “be responsible for making the necessary arrangements for: (a) the issuance of notices of meetings of the Association and the Board; (b) the keeping of minutes of all meetings of the Association and the Board; (c) the custody of all records and documents of the Association, except those required to be kept by the treasurer; (d) the maintenance of the register of Members; and (e) the conduct of the correspondence of the Association.”

This is a required position of the board, and one of the Executive Officers.

Specific accountabilities include:

- Record keeping of the Board activities, namely compile and share meeting minutes; this can include work on the Board by-laws or other records such as the conflict of interest statement
- Organizes Board meetings (usually held every 2 months) and sends out an agenda and materials for the meeting to Board members in advance.
- After each Board meeting, mail final signed and Board-approved meeting minutes to Apra Canada’s law firm.
- Send updates to Apra Canada’s law firm with regards to other documentation, such as Consent to Act as Director forms, which must be signed and mailed in following every election.
- Assist with the organization of the Annual General Meeting, annual Board elections, and for organizing the annual Apra Canada Radikha Jaggernaut scholarship competition.
- Retain and archive permanent records associated with this position, including Board member contact information, Board email login information, and pertinent account information including but not limited to:
 - Zoom
 - DropBox
 - SurveyMonkey

Key Internal Collaboration

- Ongoing collaboration with the Apra Canada Board of Directors.
- As one of the Executive Officers, the President must communicate regularly with the other Officers to ensure Association operations are running smoothly without impediments.



INSIGHT
PHILANTHROPY
RESULTS

- Collaboration and communication with Apra Canada membership in the organization of the AGM, Board Elections, and annual scholarship

Key External Collaboration

- Ongoing collaboration with Apra Canada's law firm (Magellan) to provide updates of required documentation

Apra Canada Conference support

No formal support of the Apra Canada conference beyond that which is expected of the Board as a whole, namely, to support the Conference Chair to the best of their abilities whether as a presenter, attendee, or enthusiastic promoter.

Workload

The workload is heavier in the fall and winter, leading up to the annual Board elections and the AGM. Workload also increases during the annual scholarship competition, held in late spring.

The workload during the summer is usually light.

Skills

- Strong attention to detail, organizational and written communication skills
- As one of the three Officers of the Society (including the President and Treasurer), the Secretary must be an Apra International member in good standing.
 - If the Secretary's employer does not pay for the membership, Apra Canada will cover this expense