



Board Position Description	
Title:	Secretary
Term:	2 Years
Section	Description
Role	Serves as secretary and administrative support to the chapter; and a liaison role to the IIBA.
Key Responsibilities	<ol style="list-style-type: none"> 1. Serve on the Board <ol style="list-style-type: none"> a. Maintain copies of the organization's bylaws and the Board's policy statements b. Maintain lists of Board Members, committees and General Membership 2. Notify Board Members of meetings 3. Take official meeting minutes 4. Record Board attendance 5. Ensure there is quorum at meetings <ol style="list-style-type: none"> a. Record all motions and decisions of meetings b. Record all corrections to minutes 6. Sign Board minutes and corrections to attest to their accuracy 7. Maintain copies of minutes of Board and committee meetings' 8. Distribute copies of minutes promptly 9. Conduct general Board correspondence including receiving, reading, distributing 10. Maintain records of all Board correspondence and upload to the bod website 11. Sign official documents of the organization as required 12. File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry 13. Chair Board meetings in the absence of the President 14. Orient the new Secretary
Ad-hoc Responsibilities	<ol style="list-style-type: none"> 1. Commitment to the work of IIBA 2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy 3. Willingness to serve on committees 4. Attendance at Board meetings

	<ol style="list-style-type: none"> 5. Attendance at meetings of assigned committees 6. Attendance at the AGMs 7. Attendance at membership meetings 8. Support of special events 9. Support of, and participation in, special events 10. Approve, where appropriate, policy and other recommendations received from the Board or its standing committees 11. Monitor all Board policies 12. Review the bylaws and policy manual, and recommend bylaw changes to the membership 13. Review the Board's structure, approve changes and prepare necessary bylaw amendments 14. Participate in the development of the chapter's organizational plans and annual review 15. Approve the chapter's budget 16. Support and participate in evaluating Director performance 17. Assist in developing and maintaining positive relations among the Board, committees and the community to enhance the chapter's mission
Required Skills	<ul style="list-style-type: none"> • Current on IIBA policies • Strong administrative skills • Organized and detail oriented • Enjoy working with people
Estimated Monthly Time Commitment	10-15 hours