

CHES SASKATCHEWAN CHAPTER

Date: **April 6, 2015**

Issue: **Governance**

Subject: **Duties of the Chapter Secretary**

Reviewed:

Approval date:

The Chapter Secretary:

- a) shall issue or cause to be issued, notices for all meetings of the Chapter Executive Committee, Educational Days, Annual General meeting and Conference
- b) shall set up and distribute on a timely basis the necessary technical information for teleconferences, web based services, televideo, etc. when required
- c) have charge of the minutes and records of the Chapter
- d) record and maintain the minutes of the Chapter Executive Committee and other meetings of the Chapter
- e) develop any necessary correspondence for the Chapter work
- f) sign with the Chair or other signing officers of the Chapter such instruments or correspondence requiring his signature
- g) shall ensure that Media Edge (publishers of the Journal) has at least one story to develop on the work of the chapters members.
- h) shall be the liaison for the chapter with the representative on the National Communication sub-committee
- i) shall work with the National Communication Committee and the Chapter Executive Committee to develop and review communication policies and procedures that support the work of the Chapter and are in alignment with National policies and procedures, where applicable. Reviews are to be done a minimum of once every three years
- j) perform such other duties as the terms of his engagement, or this By-Law calls for, or the Chapter Executive Committee may, from time to time, properly require of him/her