

POLICY/PROCEDURE NUMBER:

B – 1.3

DATE:	October 25, 1992	SUBJECT:
ISSUE:	Board of Directors	Job Description - Secretary
REVIEWED:	May 2021	PAGES: Page 1 of 1

1. Position:

1.0 To maintain liaison with the Executive Director for coordinating maintenance of all Society's files of records and correspondence as required.

2. Responsibilities:

2.1 Responsible to the CHES Board of Directors.

3. Summary of Duties:

3.1 Assist the Board in procedural matters involving communication for elections, reporting election results and recording results of elections.

3.2 Ensure that a mechanism for tracking Motions exists and is maintained to be passed on to the Executive Director for insert into Policy and Procedure Manual

3.3 Prepare extraordinary/unusual membership correspondence for review with the President and the Executive Director.

3.4 Act as Executive Liaison to the Communications Committee.

3.5 Act as the Executive Liaison to the Membership Committee.

3.6 Work with national Office to maintain an up to date record of all members c/w all historical data as may be required for each member.

3.7 Work with National Office to issue annual notice of membership dues to all members.

3.8 Arrange with the Executive Director for membership certificate and inscription of same for new members to the Society.

3.9 Advise National Office regarding membership categories for new members and ensuring that Board Members are CHES members.

3.10 Co-ordinate all aspects of membership with the Membership Committee.

3.11 Perform other duties as required by the Board of Directors.

Date: