



Job Description

Job Title: Secretary

Reports To: President

Description and Responsibilities:

- Attend all board meetings
- Serve on the executive committee
- Ensure the safety and accuracy of all board records
- Prepare and review board minutes
- Assume responsibilities of the President in the absence of the President and Vice President
- Provide notice of meetings of the board and/or of a committee when such notice is required
- Send acknowledgements and thank you letters in response to associations or partnerships with the group. (speakers, presenters, friends etc.) (non-financial only – Treasurer handles financial acknowledgements)