



SECTION: Executive members  
TITLE: Secretary  
NUMBER: 6

ORIGINATED: 2020 Terms of Reference  
REVISED:  
PAGES: 1

---

**PURPOSE**

Position description for Executive Members

**POLICY**

1. The Secretary serves a two-year term commencing in January. This is a renewable position.
2. The secretary shall record the minutes of all meetings and attend to correspondence.
3. The secretary will be responsible for all notices required to be given to the members and for mailing copies of minutes to members.
4. The secretary will maintain an updated membership list & distribute to the chapter as needed.
5. The secretary will from time to time be required to perform other duties as assigned by the president or the membership.
6. The secretary is the nomination coordinator unless eligible for nomination for a second term.