

## **Medical Mercy Canada**

### **Position: Secretary**

#### **Responsibilities**

1. Serve on the Board and the Executive Committee
2. Keep accurate minutes of meetings
3. Conduct general Board correspondence
4. Keep lists of officers, Board Members, committees and General Membership
5. Ensure members are notified of General Meetings and Special Meetings.
6. Keep copies of the organization's bylaws and the Board's policy statements
7. Bring official minute book to meetings
8. File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry
9. Keep record of Board attendance
10. Record that quorum is met at Board meetings
11. Record all motions and decisions of meetings
12. Sign Board minutes to attest to their accuracy
13. Record all corrections to minutes
14. Distribute copies of minutes to Board Members promptly after meetings.
15. Sign official documents of the organization as required
16. In the absence of the President and Vice-President, chair Board meetings until the election of an alternate Chairperson
17. Keep the seal of the society
18. Carry out other duties as assigned by the Board
19. Ensure annual membership fees are collected and deposited
20. Assist with recruiting and orienting the new Secretary

#### **Review Date and Approval Date**

The Board annually reviews the Secretary Job Description.

Approval Date: November 15, 2016

Review Date: September 19, 2017