

Secretary Profile

PURPOSE: The Board is the legal authority for Circle of Care.

As Secretary – has responsibility as official custodian to ensure the proper storage, handling, safety and accuracy of all Board records. The Secretary is appointed by the Board to serve a one year term and may be re-appointed to continuous succeeding terms.

As Officer – is a member of the Executive/Nominations Committee.

RESPONSIBILITIES

As a Board Member

Accepts:

- ▶ Commitments and undertakings as set out in the position profile for a Board Member.
- ▶ Responsibilities as set out in the Position Profile for a Board Member.

As a Secretary

Responsible for:

- ▶ Serving as a member of the Executive/Nominations Committee.
- ▶ Serving as a signing officer of the agency, as required.
- ▶ Organizing, storing and ensuring the accuracy of all Board records.
- ▶ Overseeing and ensuring the accurate recording of minutes of meetings.