



## TERMS OF REFERENCE

### AFP OTTAWA BOARD SECRETARY

**Creation Date:** March 8, 2017

**Revision Date:** March 9, 2020

#### **Purpose/Role:**

The primary function of the secretary is to ensure that records are maintained of all Association board and Executive Committee meetings. The secretary serves on the board of directors and the Executive Committee. The Ottawa Chapter Secretary works closely with the board administrator to ensure administrative duties are being completed and transcribed accurately and appropriately.

#### **Responsibilities:**

- Ensure that all actions of board and Executive Committee meetings are recorded in the minutes and distributed to board members, the president and CEO and others as approved by the board;
- Ensure that current copies of the Association bylaws, policies and procedures are provided to the chair and other officers and directors as appropriate;
- Obtain information from records and minutes for board decision-making;
- Ensure formal governance actions are in accord with standard parliamentary procedures as defined in the latest version of Robert's Rules of Order;
- Work with board administrator to keep safe all the official papers of the board;
- Fulfill other functions assigned to members of the AFP Executive Committee as appropriate.

#### **Membership:**

- The AFP Ottawa Chapter Secretary is a member of the Board of Directors;
- The AFP Ottawa Chapter Secretary is a member of the Board Executive;
- The AFP Ottawa Chapter Secretary is a member of AFP.

#### **Accountability:**

- There are no additional board members/chairs accountable to the AFP Ottawa Chapter Secretary.
- There are no committees or volunteers under this board position.

#### **Meeting schedule and Time Commitment:**

- The AFP Ottawa Chapter Secretary is expected to attend:
  - Monthly Board of Directors meetings,
  - Monthly Executive meetings,
  - The Annual General Meeting (typically scheduled in May of each year),
  - The AFP Board Orientation Meeting, (typically scheduled in June of each year).

**Policies:** Reference AFP Ottawa Chapter by-laws

**Evaluation:** The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority.