SECRETARY

The position of Secretary is a two year term, renewable twice, for a total of six years. The following are the duties and responsibilities of the Secretary.

The Secretary shall:

1. Issue notice of all Branch Council, General and Annual General Meetings ideally not later than two (2) weeks prior to the meeting date and inform the Website coordinator to post on the website if applicable.

2. Distribute information to the membership of all Branch activities (e.g. continuing education events, deadlines for awards applications etc.) via email, as directed.

3. Regularly obtain membership list from CSHP National to ensure that the membership list and member email addresses are up-to-date.

4. Attend and record the minutes of Branch Council, General, and Annual General Meetings.

5. Maintain a record of attendance of all meetings.

6. Assist the President with the distribution of agendas to appropriate members and distribute the minutes of the Branch Council, General and Annual General Meetings with the agenda of the next upcoming Branch Council, General and Annual General Meeting respectively.

7. For each General Meeting, request from Branch Council Members, Committee Chairperson(s) and Chapter Chairperson(s), an electronic copy of his/her report, as appropriate.

8. Request from the President, Delegate, Treasurer, PANS and NSCP representatives, Committee Chairperson(s) and Chapter Chairperson(s), if applicable, an Annual Report (in electronic format), to be submitted ideally not later than two (2) weeks prior to the date of the Annual General Meeting (AGM).

9. Distribute to the membership, along with the notice of the next AGM, location of the reports on the branch website or copies (as required) of the previous AGM minutes and the current annual reports of appropriate Branch Council Members, Committee Chairperson(s) and Chapter Chairperson(s) not later than one (1) week prior to the meeting date.

10. Forward the minutes of all Branch Council and General Meetings as well as minutes and reports of the AGM to the Branch Website coordinator for posting to the appropriate area of the Branch website and to CSHP National as requested.

11. Receive copies of correspondence and reports from Branch Council Members and Committee Chairperson(s) and Chapter Chairperson(s) to maintain complete Branch correspondence files.

12. Maintain a modifiable electronic copy of all Branch Council documents (e.g. Branch Operating Guidelines, Branch Council Terms of Reference, Branch Policies and

Statements) and store on an appropriate media storage device.

13. Facilitate the posting of the Branch Council documents to the Branch website as necessary. Prior to sending Branch Council documents to the website for posting the Secretary is responsible for converting such documents to a non-modifiable format (i.e. pdf format).

14. Ensure that a copy of all General, Annual General and Branch Council Meeting minutes (including corresponding reports), correspondence, member lists and financial reports are kept on an appropriate media storage device. These files should be kept for 7 years, and then discarded or submitted to the Nova Scotia Public Archives, if deemed suitable.

15. Maintain a current list of Branch Council members and Committee Chairs including start of term and year term expires. Send a copy of the updated list to CSHP National and the Branch Website Coordinator following the AGM.

16. Ensure Conflict of Interest forms are completed by all Branch Council Members, Committee Chairperson(s), and Chapter Chairperson(s) annually after the AGM and provide to the Branch President for review.

17. Act as an Executive Committee liaison to one Branch committee as assigned by the President (consider Membership Committee).

18. Send copies of all Branch correspondence directed to CSHP National to the Branch Delegate.

19. Review current terms of reference governing the position and suggest revisions. This should occur with each changeover of the position.