



## Role Description – Secretary

The role Executive Committee members play is an important one. The success of the ICS Executive Committee depends on the contributions made by each of its members. In general, the expectations of an ICS Executive Committee Member will be to:

- Attend all meetings.
- Review the agenda and accompanying materials prior to attending the meeting.
- Determine the purpose of the meeting and decide in advance how and what to contribute.
- Do not hesitate to comment, criticize constructively or disagree.
- Keep in mind that the ICS Executive Committee has authority to decide and act, not individual members.

The role and its responsibilities are outlined in detail below.

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Role: Secretary

Role Purpose:

- Assists the ICS Assistant in maintaining records of the Board and ensures effective management of the organization's records

Role Duties and Responsibilities:

- Maintain accurate and current records of By-Laws and update the Board if there are any changes to London's By-Laws or Institute governance
- For any Board meeting that the ICS Assistant is unable to attend, the Secretary is responsible for recording meeting minutes and motions; following the meeting, work with the ICS Assistant to prepare the minutes and distribute same to board members
- Maintain a list of Branch Board members and ensure that committee and board information on the ICS London and Canada websites is current and accurate
- To represent ICS in the community and promote its aims and ideals

Role Deliverables:

- Quarterly report to the Board on membership numbers
- Annual report presented at the AGM reviewing the past year's activities (membership numbers, events, seminars etc.)

Role Time Requirements:

- Term is one year, beginning at the AGM
- Attend four Board Meetings during the year
- Attend the AGM
- Average of 30min/week