



JOB DESCRIPTION FOR THE AFP CANADA SECRETARY

The primary function of the secretary is to ensure that records are maintained of all AFP Canada board and executive committee meetings. The secretary serves on the board of directors of AFP Canada and the executive committee of the board of directors.

Responsibilities are to:

1. chair the governance committee;
2. ensure that all actions of AFP Canada board and executive committee meetings are recorded in the minutes and distributed to board members, the AFP Canada vice president and others as approved by the board;
3. ensure that current copies of the association bylaws, policies, and procedures are provided to the chair and other officers and directors as appropriate;
4. obtain information from records and minutes for board decision-making;
5. maintain a full contact list of board members including board member appointment dates, terms of appointments and board member bios;
6. ensure formal governance actions are in accord with standard parliamentary procedures as defined in the latest version of *Robert's Rules of Order*;
7. in conjunction with the nominating committee, review job descriptions every three years, terms of reference, and policies of the AFP Canada board and officers and provide suggested revisions as appropriate;
8. actively identify potential board members for succession planning and review committee rosters for viable candidates for nominating committee consideration;
9. fulfill other functions assigned to members of the AFP executive committee as deemed appropriate;

10. in the event that the secretary is unable to attend a meeting where minutes or notes are to be taken, it is the secretary's responsibility to find an alternate;
11. ensure that treasurer duties routinely carried out by the AFP staff are completed and reported to the chair;
12. ensure the updating, maintenance and safe storage of the association's minute book and other legal documents;
13. the management of external correspondence and ensuring that requests made of the board of directors, or relevant to the governance of the association, is reported and responded to in a timely manner;
14. the accurate recording and distribution of member resolutions.