



DOWN SYNDROME ASSOCIATION
NATIONAL CAPITAL REGION
ASSOCIATION SYNDROME DE DOWN
RÉGION DE LA CAPITALE NATIONALE

Board Secretary

Accountability

The secretary is accountable to the Association and its members for all records management.

Authority

The secretary has no formal authority to direct the board or the affairs of the Association, unless otherwise authorized. Like other board members, the secretary is entitled to make motions and vote on matters before the Association.

Time Commitment

Four to eight hours a month

Term of Office

Two-year term, renewable

Responsibility

In addition to the responsibilities of being a board member, the secretary is responsible for the proper management and utilization of important records such as meeting minutes and the Association's by-laws.

Primary Duties

In addition to the duties of every board member, the secretary is responsible for:

- Preparing the board's meeting agenda, with the assistance of the chair
- Maintaining records of the board and ensuring effective management of the Association's records
- Taking and managing minutes of board meetings
- Taking and managing minutes of executive committee meetings
- Ensuring minutes are reviewed by the chair and distributed to members of the board shortly after each meeting
- Managing the membership database
- Attending and participating in the Annual General Meeting



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Note that the secretary is the only board member who is not expected to be part of a committee, although nothing prevents him/her to do so if they feel they can still fulfill their secretary duties.

Qualifications

The secretary of the board must:

- Have all the qualifications required to be a board member
- Have sufficient time to devote to his/her duties
- Have good written communication skills
- Be familiar or be willing to learn and use membership administration websites
- Be familiar or be willing to learn and use Google Drive

Being bilingual is a strong asset.

Evaluation

The performance of the secretary is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.