

Job Description

Secretary

ROLE AND RESPONSIBILITIES

- Keeps electronic and paper documents relating to TBN and shares them as appropriate. Electronic documents that must be retained are placed in the Google drive and paper documents that must be retained are placed in the TBN locker
- Updates the Board Contact and the TBN Essential Information Lists and sends these to Board members.
- Acts as a backup store to the President for necessary passwords needed for recovery and for new board members
- Drafts board meeting agendas subject to approval by the President
- Books venue for monthly board meetings (when held in person), or arranges such with other board members
- Sends out invitation for board meetings (whether in person or virtually), with meeting documents attached
- Takes notes during board meetings, drafts minutes and seeks approval from the President, then sends to all board members for review at the next board meeting
- Helps Treasurer/President with other tasks as appropriate
- Updates or renews TBN trademark registration when required
- Updates TBN records with Ontario government, as required, including [annual filing](#)
- Works with the President to monitor legislation that might have an impact on TBN's operation, and makes recommendations to the President and board regarding same
- Checks physical postal box regularly, or delegates another representative to do so
- Attends monthly Board meetings

PREFERRED SKILLS

- Good organizational skills; competent writer
- Confident at summarizing complicated issues accurately and succinctly
- Willing to help out in other areas where needed
- Previous experience in a similar role

Last Updated By:	Secretary	Date:	July 26, 2021
Reviewed By:	Board of Directors	Date:	2021-09-23
Approved By:	Board of Directors	Date:	2021-09-23