



## Board Position Description – Secretary

<b>Policy Type:</b> Board	<b>Approval Date:</b> February 25, 2009
<b>Sub-Category:</b> Governance	<b>Amended:</b> November 2017
<b>Last Review Date:</b> November 2017	<b>Next Review Date:</b> November 2020

### Term of Office and Election of the Secretary:

The term of office is two years, renewable once. A partial term longer than 12 months is deemed to be a full term. The term of the incoming Secretary will begin immediately following the Annual General Meeting (AGM). Also refer to the AOM Constitution.

### Board Responsibilities:

- Fulfill duties as outlined in Article 5 of the AOM Constitution
- Determine and support the organization's mission, vision and values
- Ensure a strategic plan is developed and guides the operations of the AOM
- Ensure the budget adequately reflects the organization's program priorities
- Set and support policy on all non-administrative matters
- Provide financial oversight by ensuring proper financial policies are in place and an audit is conducted on an annual basis
- Provide oversight on issues of legal and regulatory compliance, ensuring that AOM's obligations are met
- Represent the AOM to stakeholders and the public as requested by the Board
- Serve on AOM Committees and/or Workgroups as required by the Board
- Prepare for, attend, and participate in approximately four regular Board Meetings per year (three teleconference meetings and one 2-day in person meeting)
- Prepare for, attend, and participate in the annual two and half day (plus travel) Board intensive
- Board members are asked to be off-call for the in person meeting
- Assist in the hiring and performance review process of the Executive Director as required
- Participate in the recruitment, orientation and training of new Board members
- Conduct regular performance reviews of the Board as a whole and of the President

### Secretary Responsibilities:

- Serve as the chief volunteer officer assuring the maintenance of non-financial records necessary to comply with applicable laws and policies of the AOM
- Oversee the Board member nominations and elections process
- Oversee the resolutions process
- Preside over the resolutions and constitutional amendments process at the Annual General Meeting
- Provide notice of meetings of the membership when such notice is required
- Understand the governing policies and become well acquainted with the AOM Constitution, serving as a resource to the Board on constitutional matters
- Duty to ensure that the records and books of the AOM are properly kept and maintained, including:
  - the registry of Officers and Directors,
  - the registry of members,
  - the minutes of meetings,
  - the Constitution and resolutions;
- Serve as member of the Leadership Development Committee
- Perform any other duties which the Board may, from time to time, assign

### Estimated Work Hours:

Description	Estimated Hours
Board work hours (meetings, preparation)	55hours/year
Board Intensive work hours (meetings, preparation)	25hours/year
Other duties eg nominations & resolutions process, review of minutes	36 hours/year
Leadership Development Committee	18 hours/year

Approximate hourly commitment: 12 hours per month

Also Refer to: *Stipend Policy*  
*Financial Reimbursement Policy*

This policy replaces: *AOM Policy – Board Descriptions – General*