

POSITION PROFILE

POSITION TITLE: ***SECRETARY***

RESPONSIBLE TO: NBAOT MEMBERSHIP

1. Scope of Position: Record Minutes of all meetings of the Executive Committee, Council, and general membership.

- ✓ Nominated and selected through a general vote at AGM.
- ✓ Term is for 2 years.
- ✓ Must have been a member of NBAOT for a minimum of 2 years immediately preceding term of office.

Act - Part IV.5(3)

By-Laws - Article III.1(3)

By-Laws - Article III,7(4)

2.

Key Responsibilities	Typical Duties	Reference
a) Provide Notice of Meetings	<ul style="list-style-type: none"> • Direct typing of Agenda. • Reserve bridge for teleconferences. • Send Agenda and any relevant reports to members who may participate in the meeting, prior to the meeting within the timelines specified in the <i>By-Laws</i>. <ul style="list-style-type: none"> ✓ Executive -5 days before scheduled meeting. ✓ Council – 5 days before scheduled meeting. ✓ Special – 14 days prior to meeting. 	<i>Article 1, 4(1)</i> <i>Article 1, 2(3)</i> <i>Article 1, 4(1)</i>
b) Record Minutes of Meetings	<ul style="list-style-type: none"> • Regular attendance at all meeting of the Executive, Council and General Memberships. 	<i>Article III, 7(4)</i>
c) Distribute Minutes	<ul style="list-style-type: none"> • Send minutes of meetings to members who were present at the meeting or who have made their apologies for not attending within 21 days of the meeting. • Registrar should receive a copy of all minutes of the Council. • Executive committee minutes are to be sent to all Council members. 	<i>Article II, 9</i>
d) Maintenance of	<ul style="list-style-type: none"> • File minutes in chronological order with the 	<i>Article III, 7</i>

Minutes	<p>most recent minutes on top.</p> <ul style="list-style-type: none"> Yearly provide Archives Chairperson with a copy of the Minutes. 	
e) Correspondance	<ul style="list-style-type: none"> Attach list of correspondance received in preceding months to the Minutes of the Council meetings. 	<i>Article III 7(4)</i>
f) Liaison	<ul style="list-style-type: none"> Act as a liaison to Council for Ergotour and the Archives Committee. Act as a liaison to Council for designated region. 	<i>Article III, 7 (4)</i>

3. Key Relationships :

NBAOT President
Executive Council
Chairperson for Ergotour
Chairperson for Archives

4. Decision Making Authority :

Voting member of Executive Council
Act - Part IV, 5(3)
- Part IV, 6(1)

5. Problem Solving Activities

6. Education and Training

Must be familiar with the Act, Regulations, and By-Laws of the New Brunswick Association of Occupational Therapists.

Must be a member of NBAOT.

7. Recommended Experience and Skills

Word processing, access to a typist or ability to type, Minutes taking. Basic knowledge of organizational structures.

Access to Fax and photocopies.
Organizational Skills.
Ability to meet deadlines.

8. Liaison Responsibilities

Ergotour
Archives Committee
Assigned Region.

(Revised 16.12.03)