

SECRETARY

- The Secretary liaises with the President and sits as a voting member of the Executive Committee.
- This position works closely with the Executive Director and President to organize, schedule, and provide notice of all Board and Executive meetings.
- The Secretary shall prepare agendas in consultation with the President and Executive Director and distribute them for all Executive Committee and Board of Directors meetings.
- Works with the Executive Director and President to ensure that relevant correspondence and information is included in Board and Executive agenda packages.
- Attends Executive Committee and Board meetings.
- The Secretary shall keep minutes of all Executive and Board meetings and upon adoption of the minutes, work with the Executive Director and Communications Manager to ensure that they are filed and accessible for members.
- Assists in the maintenance of Executive and Board minutes.
- Assists the President in ensuring that Board governance is observed for quorum and conducted as per RFABC's bylaws and policies.
- The Secretary shall, in the absence of the President, and secondly in the absence of the President Elect, assume the Chair and discharge those duties, and in doing so shall be possessed of all powers of the Chair.