

CHICA - EASTERN ONTARIO
A Chapter of the
Community and Hospital Infection Control Association - Canada

POLICIES & PROCEDURES

SECTION: Job Descriptions
SUBJECT: **SECRETARY**
ORIGINATED: 1985 Terms of Reference
APPROVED: Executive 01/11/06

NUMBER: 2.4
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REVISED: Oct 02, Feb 05

1. PHILOSOPHY

Accurate records of meetings are essential to effective management of the organization and to serve as a legal and historic record.

2. PURPOSE

The Secretary assists the president & accurately documents the decisions of the membership.

3. STRUCTURE

The term of this position is two calendar years with eligibility for re-election.

4. FUNCTION.

4.1 Confirms meeting, date, time and place with President & host site.

4.2 Confirms education/speaker with Education Chair.

4.3 In consultation with the President, prepares & distributes agenda with appropriate enclosures at least 3 weeks before each meeting to members.

4.4 Records minutes and attachments of each Executive & General meeting.

4.5 Circulates an attendance sheet at each meeting and ensures all attendees sign.

4.6 Distributes minutes & attachments to CHICA-EO Members.

4.7 Maintains a copy of minutes, including official reports/attachments, for archives.

4.8 Updates mailing list as notified by Treasurer/Membership Director.

4.9 Responsible for correspondence as directed by the President.

5. POLICY/PROCEDURE

5.1 Candidates for Secretary must be members in good standing of CHICA-Canada and CHICA-EO and agree to fulfil the functions as outlined.

5.1 Orients the in-coming secretary in order to ensure a seamless transmission.

5.2 May share functions with Administrative Assistant, if this position exists.

6. REFERENCES

6.1 CHICA-EO Terms of Reference

6.2 CHICA-EO Policy 3.1, 1.5

6.3 CHICA-Canada Policy Manual