

### **Secretary**

The secretary is elected at an Annual General Meeting for a two year term.

The duties of the secretary include functioning as a member of the executive and assuming the following specific tasks.

1. Records and circulates the minutes of executive, general and annual meetings. Executive meeting minutes are distributed to the executive prior to regular scheduled meetings. General meeting minutes are submitted to the newsletter. Annual meeting minutes are distributed at the next annual meeting.
2. Maintains a current contact list of the executive. Prepares annual calendar of meetings/deadlines for executive meetings, annual meeting, newsletter deadlines, and emailing of newsletter. Books meeting rooms as required. Advertizes all general meetings, dates and locations in the following College newsletters: CRNM, CLPNM, CRPNM.
3. Carries out correspondence on behalf of the association, as appropriate, and sends a copy to the president.
4. Maintains the official minutes and correspondence of the association.
5. Assists the education executive member in planning the Annual General Meeting & Education Day. Specifically, sending thank you letters to contributors, exhibitors, door prize donors, etc.
7. Receives in writing proposed amendments to By-Laws. Arranges with Publicity for publication of notices of Annual Meeting and By-Law changes in the newsletter as per Association By-Laws.
8. Presents budgetary requirements for the fiscal year (April 1- March 31) to the executive for discussion and approval. Submits expense forms to treasurer for reimbursement.
9. Other duties as requested by the President.