



AHPA Board of Directors Position Description

Secretary

Description: Executive Committee Position. The Secretary is responsible for disseminating the agendas and minutes for all Board meetings and the AGM. The Secretary is responsible for maintaining all working documents for the Board in Google Drive, maintaining corporation documents securely, and for distributing information and documentation as required.

Term: 2 year term

Tasks:

- Ensure Board members have access to Google Drive
- Use Google Drive to store and share AHPA Board documents
- Work with the President on meeting agendas and post on Google Drive 2 weeks prior to meetings
- Document minutes at Board meetings and AGM
- Ensure final minutes are uploaded onto Boardroom on AHPA Website
- Maintain AHPA's minute book (electronic, printable versions of final minutes) and hard copies of government documentation
- File Annual Return before end of November (details to be found in Boardroom on AHPA website)
- Update Board member names with Industry Canada within 3 weeks of AGM (details to be found in Boardroom on AHPA website)

Revised Dec 2019