Secretary/Treasurer

General Description

The Secretary/Treasurer will be responsible for minutes of the quarterly meetings and Executive Committee meeting minutes. The Secretary/Treasurer shall be the custodian of any funds allocated to the Assembly. In addition to keeping the records of the society and the minutes of the meetings, it is the duty of the secretary to keep a register, or roll, of the members and to call the roll when required. He/she should also keep one book in which the constitution, by-laws, rules of order, and standing rules should all be written readily available at quarterly meetings. The secretary should, previous to each meeting, for the use of the chairman and in conjunction with executive committee, make out an order of business, showing in their exact order what is necessarily to come before the assembly. He/she should also have, at each meeting, a list of all standing committees, and such special committees as are in existence at the time.

Term - one year - October to October

Specific Duties and Responsibilities

- Record minutes for Executive and Quarterly meetings of the assembly and distribute within 30 days.
- Maintain and call roll at each Quarterly meeting of the assembly
- Prepare to conduct meetings in the absence of the Chair or Vice-Chair.
- Prepare and report on any funds usage made available to Staff Assembly.
- Provide written and collaborative support to the Staff Assembly and its members as needed.

Qualifications

- Active voting member of the assembly
- Knowledgeable about the programs and activities of the Assembly
- Ability to communicate effectively in oral and written form
- Demonstrated ability to exercise good judgment
- Fair, reasonable and impartial
- Ability to be a good facilitator
- Committed to serving the common interests of the Assembly

Time Commitment Required

Monthly meetings:
- Executive Committee: 2 hours/month
- Meeting Preparation: 2 hours/month
- Meeting Minutes Review: 2 hours/month

Expense Policy

It is the policy of the assembly to reimburse the Secretary for all assembly-related travel, according to established travel guidelines by the office of OSP and General Administration consent.