

SASKPIC A Chapter of Infection Prevention and Control (IPAC) Canada



Section: Job Descriptions	Approved: April 11, 2018
Title: Secretary	Revised: March 3, 2020
Number: SP 2.7	President: Karrie Yausie

Purpose

To provide accurate records of meetings, which serve as a legal and historic record for the chapter, and to manage organizational aspects of chapter meetings.

Policy

The Secretary assists the President and accurately documents the decisions of the membership.

Term

The term of this position is three (3) calendar years. A second 2 year term may be served at the discretion of the SASKPIC membership.

Eligibility Criteria

Candidates for Secretary must be members in good standing of IPAC Canada and IPAC - SASKPIC and agree to fulfill the functions of Secretary as outlined.

Function/Procedure

1. Maintains an electronic mail register of current chapter members.
2. Assists the President to prepare for executive and general meetings, including development of agenda and sending meeting materials to the membership prior to meetings.
3. Documents meeting proceedings and distributes minutes to membership following the meeting.
4. Maintains archives of past minutes and associated documents.
5. Develops and distributes ballots as necessary.
6. Records minutes and attachments of each Executive and general meeting.
7. Circulates an attendance sheet at each annual general meeting and ensures all attendees sign.
8. Receives and documents in the minutes all regrets received for the meeting.
9. Documents in the minutes all guests (including guest speakers) attending the meeting.
10. Ensures that copies of minutes, including official reports/attachments, are retained for archives.
11. Attends the annual IPAC Canada Conference with financial support from the chapter every third year (rotating with other members of executive excluding President, President Elect, Past President and Member At Large), as funds are available.

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References

IPAC Canada Policy 2.11, *Board Job Descriptions*: <https://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Directors%20-%20SECRETARY.pdf>

IPAC Eastern Ontario Job Description Secretary #2.4: <https://eo.ipac-canada.org/photos/custom/policymanual/2-4%20Secretary.pdf>