Secretary

Working closely with the Chair, the Secretary provides administrative support to the Board. Specific responsibilities include:

* Coordinate with all Board members, the scheduling of all Board meetings;
* Call for agenda items and produce an agenda for distribution to the Board no later than one week in advance of the meeting in question;
* Coordinate a first draft for the Chair, finalize and distribute meeting minutes within two weeks of the meeting in question;
* Meetings include the monthly Board meeting, the AGM, and any extraordinary Board or Council meetings as may be called by the Chair.