



ATHLETIC  
THERAPISTS  
ASSOCIATION  
OF BC

## Secretary Roles and Responsibilities

The Secretary shall attend and be the Secretary of all meetings of the Board and members. The Secretary shall enter in the Corporation's minute book, minutes of all proceedings at such meetings; the secretary shall give, as and when instructed, notices to members, directors and members of committees.

1. Meetings
  - a. Create agendas for all BOD meetings and the AMM
  - b. Record and update the minutes and circulate to the BOD
  - c. Ensure the BOD and membership are following the “rules of order” for the meetings as per Robert’s Rules.
  - d. Provide an annual report to the membership.
2. Dropbox
  - a. Maintain dropbox and all ratified documents in a structured format
    - i. Agenda, Minutes, folders etc.
    - ii. All ratified documents to be put into PDF format and into ratified folder
    - iii. Maintain login and passwords for Dropbox sharing folders with the appropriate personnel
3. Redbooth
  - a. Meeting
    - i. Invitations
    - ii. Run video conference (Record meetings on Redbooth)
  - b. Organize Groups and Projects
  - c. Add group members
  - d. Ensure all BOD members have updated their tasks onto Redbooth to keep BOD on track
  - e. Track all E-motions to be included in meeting minutes
  - f. Archive old conversations and sharing communications with the appropriate personnel.
4. Voicemail
  - a. Check Voicemail weekly on Monday
5. Association Task Force
  - a. Participate in all activities related to writing and editing association documents
6. Newsletter
  - a. Will accumulate and edit newsletter to be approved by the BOD prior to circulation
7. E-blast

- a. Review and edit all communication to be sent out to the association from the BOD