### Secretary

**SECTION:** Job Descriptions **ORIGINATED:** 1985

**TITLE: SECRETARY REVISED:** May 2023

**NUMBER:** 2.4 **PAGES:** 2

##### 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, with eligibility for re-election.

##### ELIGIBILITY CRITERIA

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

##### FUNCTION

* + 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. Arranges for meeting facility and refreshments for in person meetings and/or arranges a virtual link for virtual meeting
		4. Documents meeting proceedings and distributes minutes to membership following the meeting.
		5. Maintains archives of past minutes and associated documents.

##### PROCEDURE

1. Confirms executive and general meeting date and times with the President and executive committee. When necessary and in consultation with the President and host site, arranges meeting facilities for in person meetings.
2. Prepares link for virtual meetings.
3. Confirms education/speaker with Education Director.
4. In conjunction with the host sites, arranges for lunch for full day in person meetings.
5. Explores opportunities for Industry Representatives to provide lunch or a donation for one meeting per year (e.g., Annual General Meeting) and sends a thank-you card to those who donate.
6. Solicits reports from the chapter representatives to IPAC Canada committee/interest Groups by email prior to June and November meetings and include reports as an agenda item
7. In consultation with the President and executive committee, prepares and distributes agenda to members with appropriate enclosures at least two weeks before each meeting.
8. Records minutes and attachments of each Executive and General meeting.
9. Prepares and distributes the IPAC Canada Certificate of Completion when the education meets the CBIC requirements for Infection Prevention Units.
10. Circulates an attendance sheet at each in person meeting and ensures all attendees sign.
11. Documents virtual meeting attendees.
12. Receives and documents in the minutes all regrets received for the meeting.
13. Documents in the minutes all guests (including guest speakers) attending the meeting.
14. Notifies attendees if the meeting will be recorded and the purpose of the recording.
15. Distributes minutes and attachments to IPAC EO members.
16. Ensures that a copy of minutes, including official reports/attachments, are retained for archives.
17. Forwards documents to the webmaster for posting to the IPAC EO website.
18. Updates electronic mailing list as notified by the Membership Director.
19. Prepares correspondence as directed by the President (e.g., executive newsletter).
20. Attends the annual IPAC Canada Conference with financial support from the chapter, as funds are available.
21. Maintains the IPAC EO google drive containing records pertaining to the position, including minutes.
22. Orients the in-coming Secretary to ensure a seamless transition

##### REFERENCES

1. IPAC-EO Terms of Reference (<http://eo.ipac-canada.org/photos/custom/PDF/TOR.pdf>)
2. IPAC Canada Policy 2.11

([http://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Dir](http://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Directors%20-%20SECRETARY.pdf)  [ectors%20-%20SECRETARY.pdf](http://ipac-canada.org/photos/custom/Members/policies/2-11%20-%20Board%20of%20Directors%20-%20SECRETARY.pdf))