

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Job Descriptions	ORIGINATED:	1985 Terms of Reference
TITLE:	SECRETARY	REVISED:	05Feb, 11Oct, 15Jun, 16Sep
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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.
4. Documents meeting proceedings and distributes minutes to membership following the meeting.
5. Maintains archives of past minutes and associated documents.

PROCEDURE

1. Confirms meeting, date, time and place with President and host site.
2. Confirms education/speaker with Education Chair.
3. In conjunction with the host sites, arranges for lunch for full day meetings (June, November).
4. 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.
5. Solicits reports from the chapter representatives to IPAC Canada committess/interest Groups by email prior to full day meetings.
6. In consultation with the President, prepares and distributes agenda to members with appropriate enclosures at least two weeks before each meeting.
7. Records minutes and attachments of each Executive and General meeting.
8. Circulates an attendance sheet at each meeting and ensures all attendees sign.
9. Receives and documents in the minutes all regrets received for the meeting.
10. Documents in the minutes all guests (including guest speakers) attending the meeting.

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11. Distributes minutes and attachments to IPAC EO members.
12. Ensures that a copy of minutes, including official reports/attachments, are retained for archives.
13. Updates mailing list as notified by the Membership Director.
14. Prepares correspondence as directed by the President.
15. Attends the annual IPAC Canada Conference with financial support from the chapter, as funds are available.
16. Maintains an IPAC EO-issued flash drive containing records pertaining to the position, including minutes.
17. Ensures that flash drives containing secretary records are passed on to the newly elected incumbent to the position.
18. 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%20Directors%20-%20SECRETARY.pdf>)