

## **Secretary, ARMA Edmonton Chapter**

The secretary keeps a record of all meetings of the Board of Directors, has the responsibility for correspondence as directed by the Board of Directors or the President. Also maintains copies of all committee minutes, compile the Annual Report, maintain the official records of the Chapter Board of Directors as the designated Records Manager of the Chapter.

The Secretary is responsible for:

- Attend monthly board member meetings held once a month (approx. 1-2 hours)
- Manage all board records in collaboration with the board to ensure proper capture, organization, security, retention and disposition of any materials of long term value to the chapter, ARMA Canada, or ARMA International
- Receive and intake mail correspondence directed to the Board of Directors or the President, capturing and managing any non-transitory correspondence
- Take meeting minutes at all official board functions, including Board of Director meetings, and the chapter Annual General Meeting
- Compiles chapter operating records, including the annual report, and meeting materials