



R.F.P. HUMAN RESOURCES

Position Title: Secretary

Role Expectations:

1. Shall be responsible for Board and AGM minutes of meetings and their distribution as required.
2. Shall ensure electronic copies of all minutes and annual reports go to the office.
3. Shall be responsible for the preparation of the Annual Report for the AGM.
4. Shall work with the President to prepare agendas for Board Meetings and AGM.
5. Shall perform other duties as assigned.

Approved: January 26, 2017