

Secretary

4.1. Conditions of Nomination:

1. Elected at the Annual General Meeting (AGM) or as prescribed in the EMHA Constitution.

4.2. General Responsibilities:

2. Keep or delegate an accurate account of minutes of all EMHA Executive and AGM meetings;
3. Mail EMHA correspondence; maintain an up-to-date record of the EMHA Constitution; and support and enforce the EMHA Constitution.

4.3. Specific Duties:

4. Type, publish and post minutes of meetings at least one week after a EMHA meeting;
5. Bring proper minute books and record books to all meetings;
6. Book facilities for and advise of meetings;
7. Key controller for all mail, cabinet, box, and door keys including office cabinets and safes., if applicable
8. Maintain a book of instructions and procedures pertinent to the administration of this position and subsequently pass this book on to any successor.

4.4. Accountable to:

9. The EMHA Members;
10. The EMHA Executive; and
11. The EMHA President.

4.5. Volunteer Requirements:

12. Varies throughout the year, about 1-3 average hours per week.