

## Secretary

The itSMF Canada Secretary is an officer on the board of directors who compiles and maintains all of the board's records. This includes meeting minutes, correspondence and legal documents, such as the nonprofit organization's articles of incorporation. Serving as part administrator and part librarian, the secretary serves tracks all of the board's votes and policy changes.

Specific responsibilities include:

- Responsible for the stewardship and management of the itSMF Canada bylaws, policy creation and governance programs, their administration, conformance to requirements and issues resolution.
- Acts as the primary point of contact for all governance related issues and directs corporate partners on issues of conformance.
- Ownership and oversight of the annual AGM and board election process
- Maintains records of the board and ensures effective management of the organization's records
- Manages the minutes of board meetings
- Ensures minutes are distributed to members in a timely manner after each meeting (e.g. within 48 hours)
- Is sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings
- Accuracy of the Corporate Canada Registration and CRA contact information
- Annual review and sign-off to the volunteering agreement / code of conduct and conflict of interest