



COFAS Job Descriptions

Secretary

From the COFAS Bylaws:

2. Executive Officers

2.1 *The Officers of the Organization shall be the President, Vice-President, Secretary, Treasurer, Past President, current year Conference Site Co-ordinator, current year Conference Agenda Co-ordinator, and one Member-at-Large representing each of the three regions (East, West, and Central) who together shall constitute the Executive.*

3. Duties of Officers

3.3 *The Secretary shall keep the minutes of the annual general meeting and maintain the membership and other official records of the Organization.*

The Secretary shall:

- perform the duties as outlined in the Bylaws;
- attend all Executive and membership meetings scheduled for the year, including the Annual General Meeting;
- take minutes at all Executive and membership meetings;
- distribute minutes to Executive members and full membership as appropriate;
- maintain a record of all minutes;
- maintain the official COFAS membership list. This may be delegated to the COFAS listserv coordinator;
- maintain any other official COFAS records; and
- pass all minutes and other official COFAS records on to incoming COFAS Secretary at the end of their term.