

**Role Description: ORNAO Secretary**

The Secretary shall be an Officer of ORNAO serving at the direction of the Board and the Membership. The Secretary operates as the custodian of ORNAO’s records. This duty involves ensuring the organizational records are maintained according to law and are available upon request by authorized board members or executive management. This includes updating the organization's bylaws and governance documents along with keeping accurate and up-to-date records of board minutes, financial reports and other important documents.

**Accountability**

As an Executive Board Member of ORNAO, the Secretary serves and is accountable to the ORNAO Board.

**Authority**

The Secretary is entitled to make motions and has one vote on matters before the ORNAO Board.

**Time Commitment**

Four hours per month (board meetings, assisting with the agenda for board meetings, taking Board meeting minutes and Executive meeting minutes, attending special events)

**Term of Office**

Two year term with a two year renewal option but must be nominated and elected for the second term.

**Specific Responsibilities**

**Maintenance of all ORNAO Records**

* Maintains accurate documentation that meets legal requirements
* Assures that documents (bylaws, roster of board members) are accessible to Board Members via the ORNAO Board Member area on the website
* Reviews and updates documents as necessary and ensures all documents are safely stored and readily accessible for inspection by the Board.

**Agenda and Minutes of Meetings**

* Assures that an agenda has been prepared by the Board President and that the agenda and background information are distributed at least one week in advance of the meeting
* Prepares the official minutes of Board and Annual General meetings - recording motions, discussions, votes, and decisions
* Provides the previous meeting’s written minutes to Board Members before the next meeting and records any changes or corrections
* Schedules and notifies Board Members and Membership of upcoming meetings as required.

**Qualifications**

* Must be a member of ORNAC/ORNAO
* A commitment to, and a clear understanding of the Mission of the organization
* Knowledge of meeting procedures, governance policies and by-laws of ORNAO
* Sufficient time to devote to their primary duties
* Strong organizational skills
* Strong communication skills

**Development & Evaluation**

The Secretary shall regularly consult the Board on their expectations of the Secretary role and assess his/her strengths and areas for improved effectiveness

Revised: March 8, 2023