



Advancing the Future of Public Safety



Position: Secretary, Officer and Director of the Corporation

Prerequisite: Be a member in good standing with the IMSA International, IMSA Ontario Trillium Section, and previously held the position of Director for a minimum of three (3) terms, or appointed by the Board of Directors.

Amount of time required for position: Fifteen (15) hours per month. This does not include mandatory in person meetings, to be held four (4) times per year, the rest of the meetings would be held virtually. On site meetings are usually one half day each, virtual meetings are usually three (3) hours each.

Members of the Board of Directors shall be expected to attend a minimum of seventy percent (70%) of all regularly constituted meetings of the Board of Directors. The Board may excuse a member from complying with such attendance requirements in extraordinary circumstances. The Board Chair shall review the attendance record of each Board member and shall follow up with any Board member who does not comply with attendance expectations. A non-compliant Board member who fails to improve attendance may, by resolution passed by at least two-thirds (2/3) vote, be removed from the Board before the expiration of his/her term for not properly discharging his/her responsibilities. (Section 7.09 Meeting Attendance - Ontario Trillium section By-Laws)

Duties: The Secretary shall record or ensure the recording of all facts and minutes of all Board and board committee proceedings in the books kept for the purpose and shall give all notices required to be given to Directors. The Secretary shall ensure that the Corporate Seal and of all books, papers, records, etc., belonging to the Corporation are properly maintained in a secure location on site at the head office of the Corporation or any other location approved by the Board.

Position Description of the Secretary

(a) Role Statement

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

(b) Responsibilities



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Board Conduct: Support the president in maintaining a high standard for Board conduct and uphold policies and the Bylaws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management: Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. Attend correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings: Give such notice as required by the Bylaws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, the Board and Board committees.

(Section 8.02 (e) Duties of the Officers - IMSA Ontario Trillium section By-Laws)

Shall utilize the IMSA Ontario Trillium Section file server for all files,(currently Google Drive).