

Policy and Archive Secretary

Last revised by the Board on March 1, 2010

Legal qualification:

None, but this is intended to be a position held by a member of the Board

Practical qualifications and competence:

Ability to work and have a basic understanding of records and documents, consisting of but not limited to financial records, meeting minutes, and policy documents

Ability to critically review documents

Ability to keep meticulous record of document origins, contents, author(s), and usage for everything that will be kept within the repository (electronic and physical)

Official duties:

1. Ensure that records being submitted for official storage adhere to the documentation standards set forth for the particular record (e.g., minutes adhere to standard minute taking format).
2. Ensure records being submitted have all required information about the document to be considered official (time/date, author(s), type of document, title, brief synopsis).
3. Working with the Committee Secretary, ensure that all committees file accurate records of the substance of their work.
4. Receive documents that are sent to the secretary and incorporate them into appropriate master records.
5. Maintain the electronic document storage space in order to have easily accessed and organized documentation.
6. Maintain a reference document list that provides an overview of all the documents being maintained/stored.
7. Working with the Web Committee, ensure appropriate public access to appropriate documents via the Internet.
8. Where possible, create a streamlined documentation format template for new documents that will be produced.
9. Where possible, consolidate/organize records kept to date and incorporate them into the online storage space.
10. Make recommendations to the Board concerning the confirmation, revision, or cancellation of historic documents that might be interpreted as policy.
11. Provide written records of filing systems, calendars, and other material sufficient for the successor Secretary to assume the duties of the position