

Committee 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 understand, document, and propose governance structures

Ability to communicate comfortably with committee chairs

Ability to critically review documents

Willingness to deal with people who dispute the accuracy of their work records

Official duties:

1. Propose policies applicable to all committees
2. Help the Board establish reasonable limits on the work credits available to committee members
3. Ensure that all committees are adhering to the established administrative policies
4. Ensure that committees submit accurate records of membership and work hours
5. Ensure that the membership records reflect the work credit due to committee members
6. Ensure that all committees file accurate records of the substance of their work
7. Maintain and distribute a list of committee representatives whom the Board and members can contact
8. Serve as an alternate communication channel to any committee, when no Board liaison has been appointed or when that liaison is unable to fill the role
9. Provide written records of filing systems, calendars, and other material sufficient for the successor Secretary to assume the duties of the position