

Marshall (Board Secretary) Job Description

Position: Marshall

Time Commitment: Ten hours month (board meetings, executive committee meeting and secretarial duties as described below)

Term: One year

Accountability

The Marshall serves and is accountable to the membership, represented by the board of directors, for his/her performance. The Marshall shall also undertake the role of Vice President serving on the Executive (Operations) Committee in addition to overseeing the proper adherence to the organization's established ceremonies.

Responsibility

The Marshall will work closely with the Chancellor in the planning of board of directors and association meetings and with the Keeper of the Seals to ensure the maintenance and protection of membership archives. The Marshall of the board shall be responsible for ensuring:

Primary Duties:

- The creation and timely distribution of agenda for board meetings and Association membership meetings (e.g. annual general meeting)
- The accurate recording and distribution of the minutes of board of directors meetings. The minutes should reflect that the format and level of detail that the board has determined
- The creation and maintenance of an up-to-date board planning calendar outlining matters to be on the board's agenda for the year
- Maintenance of a full contact list of board members including board member appointment dates, term of appointments, and board member bios
- If the Marshall is unable to attend a meeting where minutes or notes are to be taken, it is the Marshall's responsibility to find an alternate

Secondary Duties:

- The updating, maintaining, and safe storage of the organization's Minute Book and other legal documents
- Oversight of the organization's incorporation and facilitation of all annual filings of required reports and information
- The maintenance of a file or manual of governance policies and a systematic schedule for their review as determined by the board
- The maintenance of an up-to-date list of members of the Association
- The management of external correspondence and ensuring that requests made of the Board of Directors, or relevant to the governance of the Association, is reported and responded to promptly
- The accurate recording and distribution of the minutes of the Association's Annual General Meeting is managed appropriately. In the event of a change of Marshall at an AGM, the

incoming Marshall will assume the responsibilities of the office at the first Directors' meeting following his/her election or appointment.

Qualifications

The Marshall ought to have:

A commitment to, and a clear understanding of the mission of the organization

Knowledge of the meeting procedures, decision-making rules, governance policies, and the bylaws of the Association

An adequate level of writing proficiency and access to a computer for word processing purposes

Evaluation

The effectiveness of the Marshall shall be evaluated as part of the evaluation of the Board itself.

Removal of a Board Member

A director may be removed from the board, by majority vote, for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the board. Being absent from three consecutive board meetings without notice and reasonable cause will result in automatic removal.