



New Brunswick Forest Technicians Association Terms of Reference Executive & Committee Positions of Accountability

Position(s):	Secretary		
Committee:	Executive Committee		
Version:	Original 1.0	Replaces Version:	N/A

GENERAL PURPOSE OF THE POSITION/COMMITTEE:

Responsible for the preparation and distribution of minutes from Executive and General Meetings for the Association.

MEMBERSHIP.

Must be a Certified Forest Technician in good standing with the NBFTA.

TERM:

A minimum of one (1) year to a maximum of Four (4) years at the pleasure of the Association. (Constitution Section 4.9)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The primary duties and responsibilities of this position include, but are not limited to, the following:

- Record minutes of all NBFTA Executive meetings, Annual General Meetings and any special meetings.
- Distribute minutes in a timely fashion to Executive Council, NBFTA members as requested, one digital copy to the editor of the Azimuth, and one to the Webmaster for the Web page.
- Organize and keep up to date the NBFTA files.
- Develop and maintain an action plan
- Distribute NBFTA mail to appropriate members.
- Actively Participate at all NBFTA Executive meetings. If unable to attend, arrange for a substitute secretary to record minutes.
- Send out meeting reminders 2 weeks before the date of the meeting
- Keep the NBFTA Membership listing up to date and distribute it to the membership as requested, and to the Azimuth Newsletter after updating.

MEETING FREQUENCY:

- One Annual General Meeting
- The Executive Council will meet at least once during June 1 and September 30 according to the constitution.

- Special meetings as required

ADDITIONAL INFORMATION:

- Provide information from NBFTA files, as appropriate, to internal or external parties.
- Maintain the NBFTA membership database.

Prepared By	Michael Boucher	Date	June 25, 2001
Reviewed By	Blair DeGrace	Date	July 10, 2001
Revised By	Allie DeGrace	Date	May, 01, 2004