

Position Title	<i>Executive Secretary, AMHP Board</i>
Reports to	<i>President, AMHP Board</i>

Position Purpose

The Executive Secretary is a volunteer position and is responsible for ensuring that accurate and sufficient documentations exists to meet Board needs, legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. This position plays a critical role in promoting communication and meticulousness through proper management and utilization of the Board's strategic plan. The Executive Secretary may be designated as one of the signing officers for certain documents (correspondence, applications, reports, contracts or other documents on behalf of organization).

Duties and Responsibilities

The Executive Secretary will perform duties such as, but not limited to (including any other duties and responsibilities outlined in AMHP's bylaws):

- Record and ensure accuracy of meeting minutes
- Submits various reports (e.g. Strategic Plan Goals, Annual Report, etc.)
- Ensures AMHP's records are maintained as required by law and made available when required by authorized persons.
- Works in partnership with the President, Directors or designated/assigned committees to make sure Board resolutions are carried out.
- Chairs and executes tasks outlined by the Board Governance Committee
- Ensures Board's strategic plan is being followed by tracking and reporting on its progress
- Ensures continuity and compliance of policies and practices, as well as accountability of Directors and brings discrepancies/issues of policies and practices to the attention of the Board
- Changes, updates and upkeep of the bylaws as entrusted by the Board in conjunction with the Governance Committee, when appropriate and makes changes only with the permission of the Board
- Assists the President in conducting new Board member orientations
- Discuss and propose solutions to governmental issues confronting AMHP in conjunction with Governance Committee

Time Commitment

- This position will require approximately 12-15 hours per month.
- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings.

Qualifications

- A minimum of a Bachelor degree and 3 to 5 years of non-profit experience.
- Knowledge of the following is an asset: strategic planning, development of bylaws, previous administrative positions and/or secretarial positions within a non-profit.