

BOARD MEMBER JOB DESCRIPTION – SECRETARY

ACCOUNTABILITY

HTAi's Board Members are collectively accountable to the Society's members, the community, funders, and other stakeholders. They are accountable for the Society's performance in realizing its mission and achieving its goals, and for the effective stewardship of financial and human resources and for the overall quality of services.

RESPONSIBILITY

Board members are responsible for acting in the best long-term interests of the Society and the community and will bring to their deliberations a broad knowledge, a long-range view and openness to learning.

Service as an HTAi Board member is without remuneration as per the Society bylaws and travel reimbursement is outlined in the travel policy.

DUTIES

- Serves on the Board of Directors and the Executive Committee as a voting member.
- Reviews the minutes of all Board of Directors, Executive Committee meetings and Annual General Meeting of Members (AGM) and ensures the accuracy of the Board records.
- Notifies Board Members of meetings and any other notices as required.
- In the absence of the President and Vice-President, chairs Board meetings until the election of an alternate President.
- Orients the new Secretary.
- Abides by the Bylaws, code of conduct and other policies that apply to the Board.
- Acts as a signing officer for cheques or other documents.
- Participates in the approval of the annual budget and monitors the financial performance of the Society in relation to it.
- Helps establish, review, and monitor operational and human resources policies.
- Participates in the selection, performance evaluation, and if required, the release of the Executive Director.
- Prepares for and participates in Board of Directors and Executive Committee meetings.
- Chairs at least one Committee.
- Serves on at least one more Committee.
- Listens to others' views, advocates his/her own, identifies common interests and alternatives, and is open to compromise.
- Supports governance decisions once made.
- Identifies prospective Board members and helps recruit and mentor them.
- Participates in the evaluation of the Board itself.
- Acts as an ambassador for the Society in the wider community.
- Keeps informed about community issues relevant to the work of the Society.
- Evaluates the effectiveness of the Board's decision-making process.
- Orients Board members and Committee chairpersons to the Board.
- Ensures a process is in place to evaluate the effectiveness of Board Members, using measurable criteria.
- Carries out special assignments as requested by the President or the Board.
- Attends and participates in the Annual General Meeting.
- Attends and participates in other events on behalf of the Society as required.

TERM OF SERVICE

According to the HTAi By-law 3.3, the Secretary serves a three-year term, eligible for a re-election for one additional term to a maximum of six consecutive years of service, including any time as an elected Director before becoming an Officer. The term of the position starts and ends at the conclusion of the HTAi Annual General Meeting (AGM).

MINIMUM TIME COMMITMENT

- Two virtual Board meetings annually (approx. three hours each);
- Two in-person Board meetings annually (approx. eight hours each);
- Seven Executive Committee meetings annually (approx. two hours each);
- Preparation for the meetings (approx. three hours for each meeting);
- Reviewing the minutes of the Board and Executive Committee minutes (approx. one hour each);
- Preparing and participating in the Annual General Meeting of Members (approx. four hours);
- Reviewing the minutes of the AGM (once a year approx. one hour).

QUALIFICATIONS

This is an extraordinary opportunity for an individual who is passionate about the success of HTAi and who has a track record of board leadership.

The ideal candidate will have the following qualifications:

- A commitment to and understanding of HTA and HTAi.
- Extensive professional experience with significant executive leadership accomplishments in business, government, academia, philanthropy, or the not-for-profit sector.
- Demonstrated success as a not-for-profit board member.
- Track record of building credibility in the funding community.
- Savvy diplomatic skills and a natural affinity for cultivating relationships, convening, facilitating, and building consensus among diverse individuals.
- Excellent written and oral communication skills.
- Knowledge of the meeting procedures, decision-making rules, and the By-laws of the Society.
- Ability to attract other well-qualified, high-performing Board members.
- An ability to commit the time required to fulfill the responsibilities described.