

## 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 and Executive Committee meetings, and Annual General Meeting of Members (AGM) and ensures the accuracy of the Board records.
- 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.
- Participates in the selection of the Executive Director. Works collaboratively with them to carry out organization plans and supports their work. Reviews their performance, and if required, releases 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 their 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.
- 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.
- Keeps informed about community issues relevant to the work of the Society.
- Reads through the HTAi Board Manual and refers to it as necessary to ensure the Board compliance with the Bylaws, policies, and procedures.

- Knows the HTAi Strategic Plan and is able to articulate how the work of the Board and its committees support the Plan.
- Stays well informed about HTAi by reading the bi-weekly newsletter <https://htai.org/news> and subscribes to HTAi marketing emails, subscribes to our [YouTube channel](#), follows us on Twitter, likes us on Meta, and follows us on LinkedIn at @HTAiOrg on all platforms.
- Becomes familiar with the Society governance and the role of committees and member groups within that structure.
- Makes an effort to learn more about best practices in leadership and governance.

### **TERM OF SERVICE**

According to the HTAi Bylaw 5.3, the Secretary serves a three-year term, eligible for a re-election for one additional term to a maximum of six 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**

- Four 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).

### **ACKNOWLEDGEMENT**

I, \_\_\_\_\_ have READ AND UNDERSTAND the contents of and HEREBY AGREE to comply with the duties, responsibilities and job description of HTAi Secretary.

\_\_\_\_\_  
(Signature of Secretary)

\_\_\_\_\_  
(Date)