



Therapeutic Touch Networks of Canada (TTNC) **Réseaux Toucher Thérapeutique du Canada (RTTC)**

Duties of the Secretary for TTNC

- 1.** Attend all meetings of the TTNC organization, i.e., of the Board and the AGM.
- 2.** Prepares an agenda for each monthly Board meeting and the AGM with the collaboration of the President.
- 3.** Records meeting proceedings and saves them to the Cloud; and prepares minutes of the meetings of the Board, the AGM & any special meeting called for the purposes of TTNC business.
- 4.** Distributes monthly minutes to the members of the TTNC Board & to the general membership when appropriate, e.g. AGM minutes.
- 5.** Has charge of all TTNC correspondence. Shall keep important emails and correspondence exchanged among the Board members.
- 6.** Shall preserve all records of the TTNC organization. All minutes, agendas and reports as well as documents to be stored in the Cloud.
- 7.** Notifies board members of Board meetings and distributes reports to them in an appropriate time frame, in collaboration with the President.
- 8.** In the absence of the Secretary, the duties of the Secretary shall be carried out by a Board member appointed by the President.
- 9.** Carries out other duties as a Board member.
- 10.** Assumes the Chair of a meeting in the absence of the President and Vice President.
- 11.** Receives notices of motions and proposed amendments to the Bylaws, Policies, Regulations and forwards them to the Board for action.
- 12.** Maintains a current record of amendments to the Bylaws, Policies and Regulations.
- 13.** Receives all resignations from the Office of the Board and presents them to the Board.
- 14.** Records the attendance at all Board and General meetings to report it to the President/Chair for the purposes of respecting quorum requirements.
- 15.** Maintain current contact information of the Board members and distribute to them as well as keep them on file.