

Responsibilities specific to the Secretary

By-laws Section

Meetings

Taking minutes at all meetings, and keeping track of minutes

Minutes of Executive Committee and Board meetings should be available for review by the appropriate participants within 10 business days 14.07

Working together with the Secretariat, ensuring that, at least 60 days before the Annual General Meeting, a notice of the AGM is sent, as follows: 11.04

Sending notice of the annual general meeting proposed agenda to all persons whose name appears on the Association Register; a proxy form for use by certified members in good standing shall be included with the documentation

Working together with the Secretariat, ensuring that of meetings of the Board of Directors is sent at least 10 days before each meeting

Giving notice of and recording votes during general meetings, meetings of the Board of Directors, and meetings of the Executive

Drawing up and preparing the minutes of each meeting.

Working together with the Secretariat, ensuring that any proposed amendments to the By-laws received are sent at least 30 days before the general meeting at which they are to be presented as follow: 17.02

Sending a copy of the proposed amendment and notice of the proposal in both official languages to all certified members and candidates for certification at least 10 days before the general meeting

Administration of the Association

Assisting the Executive with establishing the goals and objectives of the Association

Keeping the registers and other documents as well as the corporate seal of the Association 13.09

Helping the Board and Executive respond to member questions and concerns

Secretariat Staff Administration

Leading the formal performance assessment process of the ED at least once a year

Overseeing formal performance evaluations of ATIO's Secretariat staff at least once a year

Acting upon any performance issues regarding the Secretariat's staff

ATIO BOARD MEMBER JOB DESCRIPTION

March 9, 2015

Preparing and/or updating staff job descriptions, together with the Executive and the Board, as required

Attending any staff meetings at the ATIO office, as required, and as requested by staff, in particular in the event of a dispute resolution

Writing reports to the ED, as well as to the President, the Executive and the Board regarding any staff performance issues and their resolution

Sitting on hiring committees, as required, to hire ATIO staff members

Committees

Participating in committees or working groups, as required

Reporting

Writing and submitting a report at the AGM regarding the decisions made by the Board of Directors in the previous year 14.08

Representing ATIO

Representing ATIO, as approved by the Board and/or as delegated by the President, including in:

- Conferences
- Stakeholder groups
- Social media

Delegation

The administrative duties of the Secretary may be delegated to the secretariat, under the supervision of the Secretary 14.07

Actions/liaising on behalf of the Association should be based on prior direction or approval from the Executive or the Board