

## EWGA-Canada GTA Board Chair Description

Position Name: Secretary

Position Description:

Records and distributes the minutes of each board meeting. Prepares the material content and writes the monthly News Flashes.

Responsibilities:

- Records the minutes of each board meeting and distributes via email to the board members within 1 week of the meeting.
- Maintains a copy of all meeting agendas and minutes.
- Co-ordinates the material content provided by board members for inclusion in the monthly News Flash. Completed News Flash is forwarded to Bond for distribution to the member group. A copy is also provided to the webmaster for uploading to the [www.ewg.on.ca](http://www.ewg.on.ca) site. The frequency of the News Flash is determined by our contract with Bond. The frequency is as follows:
  - March – September / twice per month / the 1<sup>st</sup> and 15<sup>th</sup> of the month
  - October – February / once per month / no specific timing, as required based on activities during that time frame
- Prepares name tags for EWGA GTA formal events as required.
- Email to [info@ewg.on.ca](mailto:info@ewg.on.ca) is actioned by the Secretary. Inquiries are responded to or directed to the appropriate board member chair to be dealt with. In the event that it is not clear who should receive them, they should be sent to the President and/or VP.
- Maintains an up-to-date board member contact list which includes email and mailing address as well as phone numbers. Preferred contact information is listed first.

Board Member Requirements

1. Attendance and active participation at monthly Board meetings
2. Ability to make decisions with the best interests of the members of the EWGA GTA Chapter at the forefront.