**Ver. 2 Branch Secretary – Role Description**

**Title:** Branch (*insert)* Secretary

1. **Locations** – from home, at Branch and Executive meetings.
2. **Purpose of the Position** – Act as a recording secretary at Branch meetings – in person or by video conference and correspond with Provincial Table Officers and outside agencies as required.
3. **Responsibilities and Duties:**
   1. Records and takes minutes at Branch meetings, coordinates the distribution of the minutes with the Membership Chair for e-mail distribution to members.
   2. Prepares the minutes for review at Branch meetings.
   3. Compiles any reports as necessary.
   4. Attends, records and provides input to Branch Executive meetings when scheduled.
   5. Sends email communications to Branch members as required using email lists and advises Membership Chair of any returned or undeliverable e mail to ensure lists are updated. May send traditional letters where required.
   6. Assists other Executive positions when needed.
   7. Maintain a record of the position and pass on to position successor.
   8. Acts as a signing authority as necessary
4. **Requirements for success** 
   1. Access to a computer, internet connection and basic computer literacy.
   2. Accuracy in writing and summarising information.
5. **Commitment Expected**
   1. Attend Branch and Executive meetings.