

# Saskatchewan Professional Marketing Association (SPMA)

## Board Position Descriptions - Secretary

### General Expectations of All Board Members

All Board members are expected to:

- Attend monthly Board meetings, the Annual General Meeting (AGM), and strategic planning sessions.
- Actively participate in Board discussions and decision-making.
- Act in the best interests of the organization and its members.
- Uphold the SPMA's mission, values, bylaws, policies, and strategic direction.
- Develop annual goals and budgets for their portfolio.
- Monitor portfolio performance and budget and provide regular updates to the Board.
- Recruit, onboard, mentor, recognize, and support volunteers within their portfolio.
- Establish committees or working groups as required and report committee activities to the Board.
- Collaborate with other Directors to deliver programming, events, sponsorship opportunities, and member value.
- Support succession planning and leadership development within the organization.

### Position Purpose

The Secretary supports effective governance through the management of Board records, meeting documentation, and administrative processes.

### Time Commitment

Approximately 6–10 hours per month.

### Responsibilities

- Prepare and distribute meeting agendas in collaboration with the President.
- Record and maintain Board meeting minutes.

- Maintain official Board records and governance documents.
- Track Board action items and follow-up activities.
- Support AGM preparation and documentation.
- Maintain records of Board decisions and organizational resolutions.
- Assist with governance and administrative requirements.
- Manage physical mailbox, responsible for the keys and regularly checking for mail.

## **Success Measures**

- Accurate and timely meeting documentation.
- Board records remain current and organized.
- Governance requirements are fulfilled.