

**Secretary – Job Description**  
**Term: 2 years**

Attend Monthly General Meetings and record minutes.

Attend Annual General Meeting and record minutes.

Email minutes to the Executive minimum of 1 week prior to the following monthly meeting.

Retain accurate records that include the following for the period of January 1<sup>st</sup> to December 31<sup>st</sup> :

- Minutes for each meeting held, includes General and Annual Meetings.
- All communication material received by WPCA as supplied by the President for the records.
- Valid Executive listing. List must include all of the Executive and Board of Directors full names, address, phone number(s) and email address.

Each year (arranged chronological for the period of January 1 to December 31) the Secretary's files are to be given to the Records Keeper for archiving. This is to be done no later than the March General Meeting.