



## **AADA PARLIAMENTARIAN-RECORDING SECRETARY**

### **Terms of Reference**

The AADA Parliamentarian-Recording Secretary is a volunteer position appointed by the AADA Board of Directors to provide the organization with the following services:

#### **DUTIES**

Will attend General and Annual meetings of the Society in a supportive role.

Will attend Board meetings as a non-voting officer.

Provide advice to the Board and membership on parliamentary matters as requested.

Record the Minutes of the meetings, prepare and send Minutes to the Board members, Secretary/Treasurer and Resource Librarian.

Keep the Minutes and supporting documents in the Corporate Office and on data files on a Memory data stick and on your personal computer to ensure safety and prevent loss of data.

Additional duties as determined by the AADA Board. These will be included in the Terms of Reference as they are added.

#### **TERM**

The appointment will be for a 2 year term and is renewable upon Board approval.

#### **REPORTS TO**

The AADA Parliamentarian-Recording Secretary reports to the Board of Directors.

#### **AUTHORITY**

LIMITED ACTION - Investigate the matter assigned to you and decide on the action you feel is appropriate. Receive the Board's consent prior to carrying out the action. ("Look into the matter, decide on the best course of action, inform us of what you intend to do, and go ahead and do it unless we tell you not to.")