



A.M.A.N.B.
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ASSOCIATION OF MUNICIPAL ADMINISTRATORS OF N.B.
ASSOCIATION DES ADMINISTRATEURS MUNICIPAUX DU N.-B.

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SECRETARY
Position Description

Under the authority delegated through the resolutions and/or consent of the Board of Directors or Executive Committee, the Secretary shall:

- (a) ensure familiarity with the Constitution, policies and resolutions of the Association;
- (b) serve as a member of the Executive Committee;
- (c) in the absence of the Executive Director:
 - i. conduct the correspondence of the Association and report thereon to the Board of Directors;
 - ii. give notice of all meetings of the Board of Directors, Executive Committee and of the Association and such other notices as may be required;
 - iii. keep minutes of the proceedings of the Board of Director meetings, Annual General Meeting and other meetings of the Association;
- (d) assume such other duties as required by the Board of Directors or the Executive Committee;
- (e) and all such duties and responsibilities as outlined for Regional Directors.