

POSITION DESCRIPTION

SECRETARY to the BOARD of Directors

The Secretary to the Board reports directly to the President and is responsible to perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors. This includes maintaining all records of the Chapter, other than financial records, including membership records, member attendance at professional development events, and minutes of board and other meetings. The Secretary is also responsible to ensure all regulatory and government-required filings are made on a regular and timely basis.

General Expectations of the Secretary

- Demonstrate a commitment to the Chapter's Core Purpose and Vision.
- Follow the highest ethical standards, ensuring accountability and compliance with all laws and regulations.
- Uphold and abide by the ACFE Code of Professional Ethics and all Chapter bylaws and policies.
- Exercise responsible stewardship of the Chapters non-financial books, records and filings.
- Ensure the President and the Board are kept advised of important matters.

Specific Responsibilities of the Treasurer

- Assist the President in the preparation of the President's annual statement to the members.
- Prepare and maintain the minutes of the meetings of the members, of the Board of Directors, and the Annual General Meeting.
- Ensure that all notices are given in accordance with the provisions of the Chapter Bylaws or as may be required by law
- Be the custodian of the corporate records and of the seal of the GTA Chapter, and ensure that the seal of the GTA Chapter is affixed to all documents as authorized.
- Maintain the membership records of the GTA Chapter
- Ensure all regulatory and legal filings are completed in an accurate manner and in a timely fashion, and that all such filings are kept up-to-date as required by law.
- Maintain the signed Board Member Agreements and the Personal Information Disclosure Forms, signed by those associated with the ACFE-GTA Chapter as defined by the applicable policies.

Authority

The Secretary has the necessary authority to effectively carry out the assigned general expectations and specific responsibilities, and is accountable to the Board of Directors through the President & CEO.