



Secretary

HEN Description of Responsibilities Consecutive terms limited to 3 years

revised October 2020

General Responsibilities for all NCB members

Each NCB member

- shall function within the remit of the HEN Constitution.
- shall treat each other with respect and adhere to the Code of Conduct for NCB Officers as set out per NCB policy.
- has a responsibility, in addition to the specific duties for each role, to participate in matters related to the daily operation of HEN, including discussions and decision making for policies and issues that arise.
- should endeavour to attend a minimum of two NCB meetings in the year in which they serve, from one AGM to the next.
- needs to be able to carry out additional business of the NCB outside of the NCB meetings via electronic means, including by email, Facebook groups and phone.
- Will be aware that any email address they use will come under the remit of the Data Protection legislation. It is therefore advisable that they use a generic HEN email address and not their personal email address for electronic correspondence.

Specific Responsibilities for the Secretary:

- Responsible for the general administration for HEN.
- Ensures that procedures are followed according to the HEN Constitution.
- Notifies members of meetings as relevant, including AGM, EGM, and NCB meetings.
- Calls for volunteers for the NCB.
- Manages process for electronic voting by members (e.g. voting for NCB Officers or other AGM agenda items.)
- Organizes committee meetings as appropriate (AGM organized by Conference Organizer Officer.)
- Seeks appropriate venue for meetings.
- Assembles an agenda in consultation with other NCB Officers.
- Reports the names of any secondments during the year at the AGM.
- Takes minutes, circulates drafts to the NCB to ensure they accurately reflect what was discussed. Ensures finalized minutes are circulated to the membership.
- Reviews and renews HEN insurance each year.
- Provides insurance documentation to Treasurer and requests payment be made by Treasurer.
- Consults with the Insurance company as the need arises; negotiates with them as needed regarding price and benefits, clarifies coverage and limitations as needed.
- Provides insurance information to members upon request.
- Requests, collects and files sign-in sheets for HEN gatherings that utilize HEN insurance to ensure coverage (i.e. that only members are regular attendees at these gatherings.)
- Maintains official records and archives of HEN.

- Maintains files that can easily be passed from Secretary to Secretary.
- Ensures that the NCB Officer Descriptions of Responsibilities are reviewed and updated periodically.
- Keeps updated versions of NCB policies and HEN official documents on file.
- Along with the Chairperson and Treasurer provides approval for funding requests
- Processes requests for events funding from members and passes on to the Chairperson and Treasurer for approval and payment.