

Agility Association of Canada

Secretary

Section: Executive

Revised: 20 January, 2013

This Policy and Procedures document outlines the duties and responsibilities of the Secretary of the Agility Association of Canada.

This position shall be elected every two (2) years by the regular membership.

To be considered for the position of Secretary, the candidate must:

- be an AAC member in good standing;
- have access to a computer capable of performing the duties required
- be able and willing to travel.

The duties and responsibilities of the Secretary are to represent the membership and participate on the Board of Directors as follows:

- adhere to the Code of Conduct for Board Members (see below);
- issue notices of meetings of the Association and the Board;
- maintain custody of all records and documents of the Association, except those required to be kept by the Treasurer, Administrator, or Financial Services Officer;
- distribute correspondences to the Board, judges, membership or others as directed by the President of the AAC;
- reply to requests for information about the AAC in a timely matter;
- actively participate in, and/or chair committees, as required.
- act as Recording Secretary for all general meetings and Board teleconferences:
 - record and maintain the minutes of all the meetings of the Association and the Board,
 - distribute the minutes to the Board of Directors and to the On Course Editor;
- respect, uphold and support all policies, procedures, rules, and letters patent of the AAC;
- be prepared to assume the duties of the Treasurer, in the event that the Board, by resolution, determines that the offices of Secretary and Treasurer be combined.

Terms of Service:

The Secretary's term of office will commence at the close of the Annual General Meeting following the referendum by which he/she was elected, OR the date at which he/she was appointed, and shall last for two years. As per the current AAC By-laws, the Secretary may serve no more than three consecutive two-year terms, or a maximum of six consecutive years. This may be extended at the discretion of the Board of Directors if no successor is elected or appointed.

Failure to perform as required:

If the AAC Board of Directors determines that any Board Member is not adequately fulfilling his or her responsibilities, the Board may, after attempting remedial action, remove that Board Member from service, as per the current bylaws.

CODE OF CONDUCT FOR BOARD MEMBERS

"To have integrity is of the utmost importance, but the appearance of integrity is equally important." Author Unknown

- Board members shall be knowledgeable of the By-laws, objectives, policies & procedures as established by the Agility Association of Canada, Inc.
- Board members act as ambassadors of the Agility Association of Canada, Inc. As such, their comportment should reflect their position and their actions should be beyond reproach.
- Board members shall treat all Agility Association of Canada, Inc. members with courtesy, respect, dignity, and impartiality.
- Board members shall maintain a level of mutual respect in all communication or interaction with the general public.
- Board members have a responsibility to be fully aware of all the facts prior to making any decision on any matter before the Board of Directors and their vote should reflect, at all times, the best interest of the Agility Association of Canada, Inc. as a whole.
- Board members shall respect, accept and support any majority decision made by the Board of Directors as a whole.