The role Board of Directors members play is an important one. The success of the ICS Board of Directors depends on the contributions made by each of its members. In general, the expectations of an ICS Board of Director member will be to:

* Attend all meetings.
* Review the agenda and accompanying materials prior to attending the meeting.
* Determine the purpose of the meeting and decide in advance how and what to contribute.
* Do not hesitate to comment, criticize constructively or disagree.
* Keep in mind that the ICS Board of Director has authority to decide and act, not individual members.

The role and its responsibilities are outlined in detail below.

Role: Secretary

Role Purpose:

* Report ICS organizational information to the Board and support the ICS Assistant in maintaining records of the Board

Role Duties and Responsibilities:

* Be knowledgeable of current London Bye-Laws, Canada Branch Bye-Laws and ICS Handbook; and update the Board if there are any changes to the Bye-Laws or Institute governance
* Review and approve the Secretary Report; use it as a basis to report at the Quarterly Board mtgs, provide an Annual Report on the state of the ICS Canada Branch
* The Secretary Report will include:
  + The Membership numbers and Membership dues and delinquent payments; and support actions to contact and correct these issues
  + Membership changes as they have been recorded in the previous quarter and if required, forward looking
* Support ICS Assistant and review the Meeting Minutes prior to distribution to the Board, if needed
* For any Board meeting that the ICS Assistant is unable to attend, the Secretary is responsible for recording meeting minutes and motions
* To represent ICS in the community and promote its aims and ideals

Role Deliverables:

* Quarterly report to the Board on membership numbers
* Annual report presented at the AGM reviewing the past year’s activities (membership numbers, events, seminars etc.)

Role Time Requirements:

* Term is one year, beginning at the AGM
* Attend four Board Meetings during the year
* Attend the AGM
* Average of 2 hrs per month