



CANSW Secretary

Reports To: CANSW President

Term of Office: A two-year term with the possibility of an additional term (CANSW Constitution, Article V, Section III)

Duties and Responsibilities:

The Secretary is expected to attend CANSW Executive Meetings and to take minutes. Copies of these are to be kept on file, emailed to the CANSW Executive and made available to members via CANSW website.

Minutes of the AGM, held in conjunction with the conference, are to be taken. Copies are to be made available to all at the following year's AGM, at which time acceptance is voted upon.

Generally, any correspondence that is needed to reach the membership becomes the Secretary's task with the exception of invitations and agendas and minutes for regional meetings, as well as conference materials (unless the Secretary is part of the Conference Planning Committee). Other correspondence is mailed to the membership by the President or the hosting member or designate.

The Secretary is the keeper of all records (minutes, correspondence, constitution, policies and procedures), other than financial information, in order to ensure that the Executive has a copy of the most recent information. As a result she shall sit as ex-officio member of all Committees and shall receive copies of all Association correspondence and minutes.

Attend CANSW Annual Conference and AGM.

Prepare a package of all the reports from the CANSW executive for to be given to membership at the AGM recounting the past year's accomplishments.

Communicate issues of urgent concern to the Executive.

Solicit membership, abstract submissions, and encourage attendance and/or participation in the CANSW Annual Conference and AGM. This includes suggesting potential topics and activities to the Executive and Conference Planning Committee.

Solicit articles from the membership reflecting the happenings of the region for publicity purposes on listserve, website and/or other CANSW social media platforms, including possible publication, as appropriate, and for the CANSW 'Voice' blog.

Encourage and recommend nominations for CANSW Executive and Regional Representative vacancies to the CANSW Nominating Committee.

Encourage nominations for the annual Jane Dicks and Mary Lou Karley Mentorship Awards to the CANSW Executive.

Welcome new renal social workers and make ongoing efforts towards recruitment of potential CANSW members.

Submit expenses to CANSW Treasurer and represent CANSW at meetings, at the request of President/Executive.

Orient new successor and transfer materials of office.