



**CLCA/ACCL**  
***Canadian Lactation Consultant Association***  
***Association canadienne des consultantes en lactation***

POSITION TITLE: **SECRETARY**

RESPONSIBLE TO:

- The Board of Directors as well as to the CLCA/ACCL membership. S/he reports directly to the Board at all board meetings and through correspondence.

REQUIREMENTS:

- Be a voting member elected by the membership of CLCA/ACCL
- Be an active CLCA/ACCL member
- Certified by the International Board of Lactation Consultant Examiners.
- Have a vested interest in the organization's well-being.
- Have good organizational and written/oral communication skills.
- Have the ability to analyze and discuss issues of policy and organizational process and actively participate in the decision-making group.
- Have communication skills needed for the position (ability to take notes at Board meetings, transcribe them for distribution, etc.)
- Have basic computer skills.

TERM OF OFFICE

- Two year term.
- When the Secretary's circumstances warrant, resignation may be tendered by submitting written notification of intent to resign to the Board of Directors (30 days notice).
- The Secretary can only be removed from office by membership vote; however, his/her authority to act can be suspended by a vote of the Board pending this membership vote.

DUTIES: The Secretary will:

- Respond to all Board communications.
- Prepare an annual report, emailed 2 weeks prior to Board meeting.
- Carry out Board assigned projects.
- Represent CLCA/ACCL at conferences and meetings whenever possible.
- Prepare and distribute minutes following each Board meeting,
- Prepare ballots, count votes, and report results to Board of Directors for incoming Board positions
- Prepare and distribute minutes following conference calls and the AGM

- Provide the following to ILCA, directly, or through the Canadian ILCA rep. each December:  
New updates of the CLCA Constitution and/or by-laws and/or Articles of Incorporation; CLCA policy and Procedure manual; CLCA mission statement, goals and strategic plan..
- Maintain ongoing communication with Sponsored Member
- Be responsible for the Award of Excellence. Notification to be sent out in August, with follow up email reminders. Nomination to take place at the AGM in October.
- Co-ordinate the CERPs application process for educational webinars or conferences hosted by CLCA
- Transfer files and orientate incoming Secretary.

**EQUIPMENT REQUIRED:**

- Frequent access to email
- Access to photocopying

**TIME COMMITMENT:**

- 2-5 hours per week

**COMPENSATION:**

- All CLCA/ACCL Directors are volunteers.
- Reasonable expenses, as approved in the budget and disbursed by the reimbursement policy, for office supplies, telephone, and photocopying directly utilized in work for CLCA/ACCL should be reimbursed when original receipts are provided.
- Travel expenses for meetings and conferences cannot be provided without prior approval of the Board of Directors.

REVISED ON: September 27, 2017