



IPAC Northwestern Ontario
Professionals in Infection Control

Secretary
Two-Year Term Renewable

The Secretary shall keep a record and minutes of all meetings; shall receive and distribute to the Executive copies of all subcommittee and ad hoc committee meetings; shall give required notices to members; shall issue copies of meeting minutes; shall be the custodian of correspondence, books, documents, records, and papers belonging to the Chapter; shall, in conjunction with the Treasurer and Membership Director, maintain a current e-mail destination list.

The SECRETARY shall:

1. Attend all IPAC NWO Chapter and Executive meetings.
2. Prepare an agenda with appropriate enclosures and distribute prior to all meetings.
3. Maintain an accurate record of all proceedings during Chapter and committee meetings. Distribute copies of signed minutes to appropriate members.
4. Submit required notices to Chapter members as appropriate.
5. Assist Past-President with the election process.
6. Secure any correspondence, books, documents, records, and papers belonging to the Chapter.
7. Maintain accurate and up-to-date records of all local Chapter correspondence.
8. Arrange time and location for meetings.
9. Arrange teleconference.
- ~~10. Organize and order lunch for December meeting.~~