

ONTARIO MEDICAL OMA

BOARD SECRETARY MANDATE

1. General Responsibilities

These Terms of Reference are intended to identify the specific responsibilities of the Board Secretary (“Secretary”) of the Ontario Medical OMA (“OMA”).

The Board Secretary is appointed in accordance with the OMA Bylaws. The Board Secretary is not a member of the Board of the OMA.

He/she is accountable to the Board and has no authority to act on matters outside the duties outlined in this position description.

2. Specific Duties and Responsibilities

The Secretary will work closely with the Chair of the Board, the CEO, and the Chairs of Board, Task Force, Sub-Committee and CEO Committees in the planning of board, committee, task force, sub-committee and OMA meetings.

The Secretary of the Board shall be responsible for ensuring:

- a. The timely distribution of agenda for Board, committee, sub-committee, task force and OMA membership meetings;
- b. The accurate recording and distribution of the minutes of Board, committee, sub-committee, task force and OMA membership meetings;
- c. The creation and maintenance of an up-to-date planning calendar outlining matters to be on the various agendas over the course of a year.
- d. Maintenance of a full contact list of board, committee, sub-committee and task force members including their appointment dates, term of appointments and bios.
- e. In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the Secretary’s responsibility to find an alternate.

3. Secondary Duties

- f. The updating, maintaining and safe storage of the OMA's various minute books and other legal documents
- g. Oversight of the OMA's incorporation and the facilitation of all annual filings of required reports and information.
- h. The maintenance of a file or manual of governance policies and a systematic schedule for their review as determined by the board.
- i. The maintenance of an up-to-date register of members of the OMA and each OMA group.
- j. The management of external correspondence and ensuring that requests made of the Board of Directors, or relevant to the governance of the OMA, is reported and responded to in a timely manner.
- k. Produce all records, files, correspondence and anything respecting the business of the OMA as requested by any member of the OMA in good standing, in accordance with the OMA documents policy;
- l. Keeping safe the records and minutes of the OMA, and being the custodian of the OMA's books, papers, documents, and the Seal of the OMA;
- m. In the event of a change of Secretary, the incoming Secretary will assume the responsibilities of the office at the first Directors' meeting following his/her election or appointment.

Approved October 2017 by OMA Board