

Institute of Internal Auditors (IIA) Toronto Chapter

Job Description

Secretary

Roles and Accountabilities

The Chapter Secretary shall perform those duties delegated by the Chapter President or prescribed by the Board of Governors of the Chapter.

The responsibilities of the Secretary will include, but is not limited to the following:

1. Work with the President to arrange quarterly meetings of the Board and monthly meetings for Officers at the beginning of the year and send meeting invites to all participants to reserve the dates.
2. Prepare Presentation Deck of all documents submitted by Board Committees and Officers for Board meetings.
3. Make and keep a true record of all meetings of the Board of Governors and Officers of the Chapter, which should contain sufficient detail to document approvals and the decisions made by the Board and Officers regarding Chapter activities and financials.
4. Publish and maintain all minutes of meetings of the Board and the Chapter on the IIA Toronto Chapter SharePoint.
5. Provide each member of the Chapter Board of Governors and Officers with a draft copy of the minutes of each meeting.
6. Be responsible for the custody of the Chapter By-Laws and oversee governance practices of the Chapter, including adherence to these By-Laws.
7. Be familiar with the commitment outlined within the agreement between the Institute of Internal Auditors of Head Quarter and Institute of Internal Auditors Toronto Chapter.

At the termination of his/her term of office, he/she shall turn over to his/her successor all papers, books, documents, records and all other property of the Chapter which may have come into his/her possession or may have been compiled or created during his/her term of office.