

## Secretary

### Purpose

To outline the roles and responsibilities for the COHNA-ACIIST Secretary.

### Applicability & Scope

All COHNA-ACIIST Board of Directors.

### Policy

The Secretary shall:

1. be or not be a voting member of the association
2. be an officer of the association.
3. serve a term of two years in office. This term may be renewed one time.
4. as needed, support the COHNA-ACIIST Administrator to record and be the custodian of the corporate minutes, notices and other documents or communication of the organization.
5. as needed, support the COHNA-ACIIST Administrator to ensure that the permanent and official records of the association are accessible to board members, and archived as required.
6. maintain active communication with the COHNA-ACIIST Board of Directors and regional members.
7. demonstrate consistent attendance at board meetings and other regularly scheduled meetings of the association.
8. assume other duties as required.

### Additional Information

COHNA-ACIIST Bylaws, February 2026

Schedule of Duties

Award of Excellence Guidelines

Bursary Award Guidelines