



## Position Description

### Secretary

The Secretary has administrative responsibility for the Society, ensuring effective governance of PTSA by maintaining accurate records and supporting board communications. This position works closely with the President and Executive Committee to coordinate board activities, document decisions, and manage file repositories. As a member of the PTSA Board, the Secretary ensures that work is aligned with PTSA's overall mission and strategic goals.

#### Key Responsibilities

##### Strategic Oversight & Initiative Tracking

- Collaborate with the President and Executive Committee to monitor progress on PTSA's strategic plan and ensure initiatives remain aligned with organizational priorities.
- Support the development of project charters and performance indicators for strategic initiatives.
- Regularly review initiative timelines, deliverables, and outcomes to ensure projects are on track and within scope.

##### Board & Meeting Support

- Prepare and distribute agendas in collaboration with the Executive Committee.
- Record accurate and timely minutes for Board and Executive Committee meetings.
- Maintain a record of board decisions, motions, and action items.
- Schedule and manage Zoom meetings for the board and committee meetings, including adding meetings to the shared calendar.

##### Collaboration & Leadership

- Chair related working groups and committees as needed to achieve strategic initiatives.
- Support the transition of successors and contribute to board continuity.
- Assist with onboarding new board members by providing access to governance documents and meeting records.
- Collaborate with the Executive Committee to ensure that recommendations for board approval are based on data, input and best practices, and are well-documented.

##### Communication & Engagement

- Prepare blog posts and updates to inform and engage PTSA members on initiatives.

- Represent PTSA at various external meetings and events.

### **Governance & Accountability**

- Act as a signing officer as needed.
- Attend and actively participate in board meetings and the Annual General Meeting.
- Report on assigned initiatives and progress to the board.
- Promote accountability by encouraging regular reporting and reflection on progress during board meetings.
- Contribute to the development and approval of the annual budget and ensure expenditures align with advocacy priorities.
- Assist in policy development and governance of the Society.

### **Qualifications**

- Full Pharmacy Technician Member
- Strong organizational and written communication skills.
- Familiarity with meeting procedures and minute taking is an asset.
- Proficiency with digital tools for document sharing, scheduling, and communication (e.g. Google Workspace, Zoom).

### **Time Commitment Expectations**

- Attend regular virtual board meetings: 2 hours/bi-monthly
- Lead committee work: 2-4 hours/month
- Review email and documents: 1-2 hours/month (includes policy drafts, minutes, etc.)
- Participate in strategic planning/board development: 6 hour in-person meeting 1-2 times per year
- Attend the annual general meeting (AGM) in-person: 2 hours
- Complete orientation/onboarding: 3-4 hours at start of term
- Participate in events such as the annual conference: optional but encouraged

Total Monthly average = 6 – 10 hours

- Additional time may be required during peak periods.