



Position Description

Secretary

The Secretary is one of the PTSA's key leadership officers and member of the Board of Directors responsible for providing governance leadership, organizational accountability, and oversight of board administration. Working collaboratively with the Executive Committee, Strategic Directors, and Administrator, the Secretary ensures that governance processes, records, and board activities support PTSA's strategic priorities and organizational effectiveness.

Reporting Relationships

Serves On:

- Executive Committee
- [Nominations & Volunteer Committee](#) or [Finance & Audit Committee](#) (as assigned)

Works Closely With:

- Executive Committee
- Assigned governance committee
- Administrator

Key Responsibilities

Executive Leadership

- Participate in Executive Committee discussions, planning, and decision-making.
- Provide recommendations to support effective Board operations.
- Ensure governance processes and Board activities align with PTSA bylaws, policies, and strategic priorities.
- Promote accountability, transparency, and effective decision-making across the Board.
- Identify governance-related risks, gaps, and opportunities for improvement.
- Participate in strategic planning and organizational priority-setting activities.
- Collaborate with the Executive Committee to monitor progress on PTSA's strategic plan.
- Support Board succession planning and leadership continuity.

Records Management

- Maintain official governance records, policies, minutes, and historical documents.
- Oversee organization and accessibility of Board records and document repositories.
- Support compliance with organizational record retention and governance requirements.

Meeting Management

- Coordinate Board and Executive Committee meetings in collaboration with the Executive Committee and Administrator.
- Prepare and distribute meeting agendas and supporting materials.
- Ensure accurate and timely documentation and distribution of Board and Executive Committee decisions, motions, and actions.
- Schedule and manage Zoom meetings for the board and committee meetings, including adding meetings to the shared calendar.

Communication and Collaboration

- Support communication of Board activities, governance initiatives, and strategic progress to members.
- Prepare governance-related updates, reports, and communications as required.
- Represent PTSA at meetings and events when requested.

Governance Accountability

- Attend and actively participate in board meetings and the Annual General Meeting.
- Serve as a signing officer as required.
- Actively participate in either the Nominations & Volunteer Committee or Finance & Audit Committee as assigned.
- Support policy development, governance reviews, and continuous improvement initiatives.
- Contribute to annual budget discussions and ensure governance-related activities are aligned with organizational priorities.
- Promote regular reporting and accountability mechanisms across the Board.

Delegated Authority

Within approved Board direction, the Secretary may:

- Maintain and manage official Board records.
- Monitor governance actions, deliverables, and reporting requirements.

- Recommend governance improvements and process enhancements.
- Facilitate Board documentation and communication processes.

The Secretary may not:

- Establish organizational strategy or approve budgets independently.
- Override decisions of the Board or Executive Committee.

Qualifications

- Full Pharmacy Technician Member in good standing.
- Understanding of the pharmacy technician profession and healthcare environment.
- Leadership experience, or interest in developing leadership skills.
- Willingness to work collaboratively and lead others.
- Strong organizational and documentation skills.

Preferred

- Strategic thinking and planning skills.
- Familiarity with meeting procedures and minute-taking.
- Experience serving on boards, committees, or councils.
- Experience supporting projects, strategic initiatives, or organizational planning.
- Familiarity with digital tools for document sharing, scheduling, and communication (e.g. Google Workspace, Zoom).

Time Commitment

- Attend Board meetings: 4 times per year (1-2 in person and 2-3 virtual)
- Attend virtual Executive Committee meetings bi-monthly
- Meeting preparation and documentation: 1 hour bi-monthly
- Ongoing collaboration with the Executive Committee via email
- Review email and documents: 1-2 hours/month (includes policy drafts, minutes, etc.)
- Attend the annual general meeting (AGM) in-person: 2 hours
- Complete orientation/onboarding: 3-4 hours at start of term

Average commitment typically ranges from 5-10 hours per month.

Term

- Directors will serve an initial term of three (3) years with the option of re-election for an additional term. Total consecutive years on the board may not exceed six (6) years.