

## **Board Secretary-Treasurer Position Description**

The Secretary-Treasurer of the Canadian Association of Swine Veterinarians-Association Canadienne de Vétérinaires Porcins (CASV-ACVP) may be a Director, member, employee or contractor of the Association appointed by the Board of Directors. The individual in this position:

1. Is responsible for maintaining the records of the Board and ensures effective management of CASV-ACVP's records;
2. Attends and manages minutes of Board meetings;
3. In conjunction with the Board, develops and distributes notices to members, Directors, members of committees, and financial advisors;
4. Is sufficiently familiar with legal documents (Articles, By-laws, pertinent Act and Regulations, etc.) to note applicability during meetings;
5. Is the custodian of all books, papers, records, documents and other instruments belonging to CASV-ACVP; and,
6. Oversees the finances of the Association in conjunction with the CASV-ACVP Finance Committee, Board of Directors, duly appointed auditors and financial advisors;
7. Administrates fiscal matters of the Association;
8. Provides an annual budget to the Finance Committee; and
9. Ensures development and Board review of financial policies and procedures.

Last reviewed and approved by the Board: April 10, 2018.