

## APPENDIX 28: SECRETARY GENERAL

### Duties and Responsibilities

The Secretary General is the person in the Society responsible and accountable for the effective and efficient management of the Society's affairs in accordance with written policies, guidelines and instructions issued by the Board of Directors or the President. The Secretary General reports to the President.

#### **The Secretary General:**

- develops and implements, subject to Board's approval, appropriate management and administrative processes and procedures;
- develops, in collaboration with the President, the Agenda for meetings of the Board of Directors and Executive Committee;
- ensures the preparation and distribution of packages of Agenda documents;
- prepares and ensures distribution of Minutes of meetings of the Directors Board and Executive Committee;
- sends copies of the Minutes of Board Meetings, Executive Meeting and the Society's Annual Report to the National Research Council of Canada;
- maintains the Society By-Laws;
- develops and maintains the Society Manuals:  
Manual of Administration,  
Awards and Honours Manual,  
Conference Manual,  
and any others deemed necessary - all are subject to Board's approval;
- answers written or verbal inquiries or requests regarding the Society's organization and activities; sends or provides requested matter;
- transmits special information, requests or other matter to appropriate officials of the Society for appropriate action;
- amends, subject to Board's approval, the Society's Brochure, Membership Application and Fee Invoices forms, if and when necessary or desirable;
- carries out, from time to time, such duties and assumes such responsibilities as assigned to him/her by the President;
- supervises and works closely with the Society Administrator and Office Assistant, with the benefit of advice from the members of the Executive Committee as required.

When a new Secretary General is to be appointed, it is necessary to ensure that the transition is as smooth as possible. It will generally be desirable to arrange some overlap between the outgoing and incoming Secretaries General.

A contract of agreement is needed between the CGS and the Secretary General. The form of the contract is subject to negotiations. Currently, the contract can be terminated by either party on three months' notice.

The CGS Board of Directors has identified the following list of personal attributes required from the Secretary General.

#### **Personal attributes required in the Secretary General.**

In addition to the ability to carry on duties and responsibilities listed previously, the following personal attributes are considered important in the selection of a Secretary General (although obviously no one can meet all criteria):

- excelling at communications
- understanding the functioning of the Society, particularly the relationships between the Sections, Divisions, and committees, and the international bodies with which CGS interacts
- maintaining a network among the members of the Society, and with industry and academia
- awareness of the spirit of volunteerism that makes operations of the Society possible
- encouraging the participation of all members, but in particular that of young members
- providing guidance, advice and support to the Executive Committee and the local officials of the Society
- providing perspective on current operating practices, encouraging initiatives, and asking for advice when needed
- flexibility to work with different types of people - Executives change every two years and all Presidents are different)
- fluency in English and French (depending on whether Administrator/Assistant/Webmaster is bilingual) and ability to use a translator and others in Executive
- ability to work on his/her own, being proficient with e-mail and other standard computer programs and being able to work efficiently from home office if relevant