

OCEA BOARD SECRETARY DUTIES:

TERM OF OFFICE: 3-YEARS

- 1) Attend all Board meetings and record the meeting minutes for each OCEA Leadership Team meeting – provide a copy of those minutes to each OCEA Board member immediately after the meeting so they can be reviewed and approved at the next OCEA Board meeting – once the minutes are approved (at the next Board meeting), then send the final / approved minutes to the OCEA Executive Administrative Assistant for storage in the OCEA archives.
- 2) Keep a separate listing of yearly OCEA BIRTs and submit to the OCEA Executive Administrative Assistant by July 15th of each year.
- 3) Updates the OCEA Constitution and Bylaws.
- 4) Updates the OCEA Membership Handbook.
- 5) Prepares the Annual Business Meeting (ABM) Report (i.e., requests and collects year-end reports from each OCEA Board of Director to compile the Annual Business Meeting (ABM) Report).
- 6) Prepares any motions that are to be sent out to OCEA members prior to the ABM.
- 7) Organizes meetings rooms for the OCEA Leadership Team meetings (if required).
- 8) Orders and oversees all AV requirements for the OCEA Leadership Team meetings (if required).
- 9) Arranges meal requirements for the OCEA Leadership Team meetings (if required).
- 10) Arranges hotel accommodations for the OCEA Leadership Team meetings (if required).
- 11) Oversees OCEA Historical Inventory for yearly entry into the OCEA archives and provides to the OCEA Executive Administrative Assistant at the end of each year.

**ONTARIO COOPERATIVE EDUCATION ASSOCIATION
L'ASSOCIATION POUR L'ÉDUCATION COOPÉRATIVE DE L'ONTARIO**



OCEA HISTORICAL INVENTORY (for yearly entry into archives):

IMPORTANT: Please remind OCEA Board members what they are responsible to submit items to the you by the end of the year. The following information should be received by July 15th of each year – once received you would then provide all to the OCEA Executive Administrative Assistant and he / she will place those items in the DropBox (archives).

Item for Archives:	To be Submitted by:	Date Due:
Copy of all OCEA Board meeting minutes	Secretary	Monthly as required
Copy of all Provincial Rep meeting minutes	Director-Liaison(s) to Provincial Reps	As needed
Copy of Annual Business Meeting (ABM) minutes	Secretary	July 15th
Copy of Proposed Annual Budget	Treasurer	December 31st
Copy of P.D. Research proposals approved: request, motion to approve, abstract	Director(s) responsible for those portfolio(s)	July 15th
List of all OCEA Professional Award recipients	Past-Chair	July 15th
Copies of all OCEA correspondence (email / mail)	Chair	August 31st
Copies of any significant historical papers (e.g., mission statements, speeches, etc.)	Chair	August 31st
Copies of NEW OCEA resources or publicity materials or CHANGES to existing ones (e.g., changes to the Ethical and Legal Issues, Designing for Success, Membership Handbook, Constitution and Bylaws, etc.)	Director(s) responsible for those portfolio(s)	As needed
Copy of Yearly Election Results		July 15th