

**Driving School Association of the Americas, Inc**  
**Position: DSAA Secretary**  
**Term: Two Years**

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**Organizational Status:**

- The Secretary is responsible for keeping an accurate and complete record of all DSAA official documents, correspondence, notices of meetings, minutes, resolutions, proceedings, Members, employees, agents and personnel and for assisting the Communication Office to coordinate the flow of communications so it meets the highest standard of language use and clarity.
- Reports directly to the Board of Directors.

**As per DSAA Constitution:**

It shall be the Secretary's duty to give notice of and attend all meetings of the Association and all committees and keep a record of their proceedings; to conduct all correspondence and to carry into execution all orders, votes and resolutions not otherwise committed; to keep a list of members of the Association; to keep records of the staff, employees, and agents of the Association; their salaries and terms of employment, and to take charge of and supervise the performance by them of their respective duties; to prepare, under the direction of the Board of Directors, an annual report of the transactions and conditions of the Association; and generally to devote his/her best effort to forwarding the business and advancing the interest of the Association.

**Core Roles & Responsibilities:**

- Prepare and send all notices and agendas of meetings of the Board and of the Members.
- Provide all required notices, agendas, reports and supporting documents for meetings of the Board of Directors and of the Members.
- Participate as a member of Executive Committee to conduct an annual performance review of any paid personnel.
- Record and maintain a record of minutes of all meetings and resolutions of the Board and of the Members in a detailed and accurate manner.
- Ensure that the Terms of Reference, agendas, minutes, resolutions and recommendations of all committees are recorded and maintained.
- Ensure that the assignment and tracking of all follow-up items from meetings are recorded.
- Provide an annual Secretary's Report to the AGM.
- Provide a monthly Secretary's Report to the Board when appropriate.
- Maintain records of all official correspondence to and from the DSAA.
- Maintain records of all DSAA agreements, policies and contracts.
- Maintain current and historical copies of all official DSAA documents including, but not limited to, Articles of Incorporation with Corporate Seal, Constitution and By-Laws, 501 (c) (3) Charitable Status, Code of Ethics, Policy, Operations & Procedures Manual and Minute Book.
- Provide draft minutes of any duly held DSAA meetings to the President for proof reading within two weeks: make requested changes/amendments and circulate final minutes to the Board at least one week prior to next meeting.
- Work closely with the President, Executive Committee and other personnel to prioritize functions of the DSAA.
- Assist in scheduling meetings in collaboration with the President.
- Recommend actions to improve operating procedures and recordkeeping.

- Assist the President and Executive Committee members with the completion of major projects as they arise.
- Conduct correspondence to all DSAA staff.
- Assist the Communication Office to coordinate the flow of communications so it meets the highest standard of language use and clarity.
- Provide a written Report for distribution to the Board one week prior to Board meetings
- Carry out such other duties as may be assigned, from time to time, by the Board.

### **Administrative Responsibilities and Duties:**

- Foster communication through proper management and utilization of important records such as meeting minutes.
- Record and maintain a record of all board meetings and monthly conference calls, agendas, proceedings and decisions.
- Records minutes of meetings and ensures their accuracy and availability.
- Maintains an official record of Members and Members of the Board.
- Ensures that Minutes have enough information to help absent directors and members understand what issues were discussed and what decisions were made.
- Ensures the availability of records when required for reports, elections, referenda, other votes, etc.
- These records may include founding documents, (eg. board and committee meeting minutes financial reports, and other official records.

### **General:**

- Uphold the Constitution & By-Laws of the DSAA.
- Serve on the Executive Committee.
- Review and approve an Annual Budget in collaboration with the Finance Committee.
- Mentor, advise and guide in the role of Secretary when direction is needed by the Board of Directors.
- Serve on other committees and subcommittees as needed.
- Be knowledgeable of the DSAA story, and how and when the association was founded.
- Be prepared to act as an advocate and spokesperson for the DSAA when interacting with stakeholders, partners and the public.
- Be prepared to participate in events and photo opportunities for the DSAA.
- Be aware of current DSAA statistics on finances, membership and notable successes
- Champion the organization and advocate its mission to both internal and external stakeholders

### **Resources and Procedures:**

- Maintain a board file/binder containing, but not limited to, the governing documents, key governance policies, Letters Patent, Articles of Incorporation, lists of directors, Minutes of Board Meetings, Constitution and By-Laws, and written consents.
- Maintain appropriately secured electronic storage of key documents as a backup