

CIM Maritime Branch Outline of Responsibilities

Board Secretary

The role of the Maritime Branch Board Secretary is to facilitate and ensure the efficient administration of the Branch's operations. The secretary reports to the CIM Maritime Branch Board of Directors. The responsibilities of the Branch Secretary include:

1. Attends all meetings of the Board of Directors and other meetings as required.
2. Prepares and issues notifications and all required documentation for General and Special Meetings or other meetings to as required.
3. Takes minutes of all meetings; ensures their accuracy and prompt distribution
4. Ensures the arrangements are made for all meetings.
5. Ensures proper supplies equipment acquisition and maintenance.
6. Maintains the Minute Book and other records of the organization.
7. The Secretary may, with the approval of the President, delegate certain duties to others.
8. Prepares and submits an annual plan for administrative operations with cost estimates to the Board at least 30 days in advance of the AGM.
9. Cooperates with the Treasurer to ensure that all filings of necessary corporate returns and financial documentation is completed within required timelines.
10. Reviews, in consultation with the President, all administrative policy and procedures annually for currency and recommends changes.
11. Positively promotes supports and encourages involvement of all members.
12. Responds to emails and other communications within 48 hours of receipt.
13. Cultivates and builds relationships with CIM membership, other directors and external organizations to create effective partnerships and efficiencies that benefit CIM.

Preferred Qualifications

1. A minimum of one year's experience at the CIM branch board level.
2. Strong influencing and negotiating skills to present alternatives, resolve conflicts and minimize high-risk situations and the ability to quickly establish credibility.
3. Superior time management and organizational skills to manage competing priorities and remain calm under pressure.
4. Excellent communication, presentation, interpersonal and relationship-building skills
5. Sincere commitment to work collaboratively with all constituent groups, including staff, other board members (national and branch), and other supporters.