



IMIA Secretary Position and Responsibilities

The IMIA Secretary plays a critical role in the proper management and utilization of IMIA's meeting materials, statutes, policies, and standard operating procedures (SOPs).

The secretary's responsibilities include taking the minutes for IMIA's Board and General Assembly meetings and the timely distribution of the meeting materials such as agendas and meeting minutes. Additionally, the secretary should become knowledgeable of IMIA's records and related materials and be able to provide advice to the board on topics such as governance issues, amendments to the statutes, policies and SOPs, that will assist the Board in fulfilling their fiduciary duties.

General Responsibilities

IMIA is required to maintain accurate minutes of meetings for several purposes, including:

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of the statutes, policies, and SOPs; and
- accountability of directors and officers of the IMIA Board.

The Secretary is responsible for ensuring that accurate and sufficient minutes exist to meet legal requirements, and to enable a reader of the minutes to determine when, how, and by whom the board's business was conducted. To fulfill these responsibilities, the Secretary records minutes of meetings, ensures their accuracy, and availability to the IMIA Board and IMIA General Assembly members.

The Secretary is also responsible for ensuring that IMIA's Statutes, Policies and SOPs are followed, and ensures that these documents are kept up to date and relevant for the organization.

The Secretary is also a member of the IMIA Board Executive Committee.

The Secretary works closely with the IMIA CEO and Office, who provides operational and administration support for the Secretary including, but not limited to, drafting the proposed meeting agendas, sending the meeting or other notifications to members, scheduling the meetings, filing the meeting documentation, ensuring that IMIA's Annual General Assembly Meetings are properly run, etc..

A successful candidate will be expected to

- have good written and verbal English skills
- to familiarize themselves with IMIA's current Statutes, Policies and SOPs

- attend all IMIA Board meetings, Executive Committee meetings and IMIA General Assembly meetings and MedInfo (during their term)
- be able to make themselves available throughout their term as an executive officer of the IMIA Board.