

Terms of Reference for the Secretary

The Secretary of the College of Fellows:

Is a member of the College of Fellows (College) Executive Committee and works closely with the Chair, the CSLA Executive Director and other members of the Executive Committee.

GENERAL

Shall assist the Chair of the College in the preparation of the Annual Reports and during the Investiture Ceremony as required.

Shall perform such other duties as are customary to that office or as may be directed by the College Executive Committee. (Section 503)

May serve for one or more two-year terms commencing at the beginning of the CSLA Congress in the year in which the term begins until the beginning of the Congress in the year in which the term concludes. The outgoing Secretary shall transfer documents and files including the minutes of the annual business meeting to the incoming Secretary.

SECRETARIAL

Shall take Minutes of all meetings and keep a record of all proceedings of the College. (Section 503)

Shall prepare agenda and minutes of Executive Committee meetings and conference calls.

Shall advise the Chair when the terms of Jury members are complete so that new members may be appointed.

Shall arrange for dissemination by the Executive Director of the Minutes of the College's Annual Meeting to all Fellows within three months following such meeting.

Shall prepare all notices including the presentation of questions for ballots. Coordinate the sending out of ballots by the Executive Director. (Section 503)

Shall ensure that a record of all College correspondence, minutes and reports are retained in the College of Fellows archives by the Executive Director.

Shall assist the Executive Director in the preparation and updating of the registers of all Fellows, one in alphabetical order and one organized by years of investitures including their addresses, telephone numbers, and email addresses. (Section 503)

Shall assist the Executive Director in establishing a record on each Fellow, as part of the Legacy Program.

Shall work with the Executive Director on projects proposed by the College and the Board of the CSLA.

FELLOW NOMINATIONS

Shall arrange for the Call for Fellow Nominations to be issued by the Executive Director to the CSLA President, all CSLA Component Organizations and CSLA members not later than six months prior to the next Congress. (Section 204).

Shall collaborate with the Jury Chair to prepare a schedule for the review of the nominations and the selection of the Fellows Elect.

Shall respond to enquiries during the nomination period from nominators regarding the submission requirements.

Shall screen the received nominations for conformance with the requirements of the "Procedures and Guidelines for Nominations" and the "Nomination Entry Form" and may correspond with the Component Organizations to obtain additional information. (Section 204)

Shall forward the screened nomination submissions to the Jury Chair who distributes them to the Jury members within ten (10) days of receipt, requesting them to select a slate of new Fellows-Elect and to advise the College Chair and the Secretary of their resolutions not later than two months prior to the next Congress. (Sec. 205)

Shall notify the unsuccessful nominators of the jury decision and share any information that the Jury provides regarding the submission. The Secretary may request that the notification of the unsuccessful nomination be made by another member of the Executive Committee if they are familiar with the nominator.

Shall arrange with the Executive Director to have the Fellow Medals for the Fellows-Elect suitably engraved and the Fellow Certificates appropriately inscribed prior to the Investiture Ceremony.

This amended version was approved at the Annual General Meeting in April 2018 and supercedes earlier versions of the document.