



Description of Secretary (& Membership Chair) Position

- As the **Secretary**, you are a member of the Board Executive and serve as the Membership Chair. Officially, the Secretary issues notices and keep minutes of meetings of the Association and the Board, conducts the correspondence of the Association, has custody of all records and documents of the Association, except those required to be kept by the Treasurer, has custody of the common seal of the Association, if any, and maintain the register of members. In reality, many of those duties are done by TEAL's staff. Your main role, as Membership Chair, is to work with the board on matters of membership recruitment and retention. (See [Bylaws](#), Part 9.4)

The BC TEAL Board is comprised of volunteer Directors, who are committed to advancing the Profession of Teaching of English as an Additional Language. Directors are involved in the governance and strategic planning for BC TEAL. In addition to their general duties, Board Directors chair or co-chair a working committee of the Association. Directors must be familiar with the [Bylaws](#) governing BC TEAL. As such, nominees for any Board Director position should be familiar with the following sections of the Bylaws: Part 6 - Board of Directors, Part 7 - Proceedings of the Board, Part 8 - Directors' Duties, Conflicts & Indemnification. Nominees for Executive Positions (i.e., President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer) should read Part 9 - Officers.