



SECRETARY

The Secretary is a student advocate who represents the student body and is the member of CETA. The secretary is the position that is elected by the student body. It is the primary record keeper for the study body.

1. QUALIFICATIONS:

- 1.1. Second-year students (4-years programme) and first-year student (3-years programme) with preferable prior leadership experience at CNR and previous schools
- 1.2. Possess good academic credentials and no disciplinary standing with the college
- 1.3. Possess in-depth knowledge of the college and its resources
- 1.4. Communicates effectively both verbally and in writing
- 1.5. Basic computer skills
- 1.6. Demonstrates sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- 1.7. Function effectively in a team environment and collaboration skills
- 1.8. Have the ability to prioritize multiple tasks and responsibilities

2. RESPONSIBILITIES:

- 2.1. The Secretary maintains minutes of the student executive board meetings, keeps committee reports on file, and keeps track of student council membership
- 2.2. The Secretary prepares meeting agendas and alerts members of upcoming meetings, functions and activities in the college
- 2.3. Maintain the student body files
- 2.4. Maintain a complete file of all approved minutes, agendas and reports/materials distributed to members at meetings
- 2.5. Take and distribute minutes of meetings
- 2.6. Assist Chief Councilor and Deputy Chief Councilor and officiate the latter wherever deemed necessary

