



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## Corresponding Secretary Board Member

### Role:

- Monitor the inbox for [info@bcplaytherapy.ca](mailto:info@bcplaytherapy.ca). Check emails at least twice a week and reply within the week for non-urgent emails
- Taking and keeping records of minutes of all meetings of the association and directors (see Meeting Minutes Process)
- Attend board member meetings which are in the evening and there are approximately 4-6 meetings from September – June
- Write a report on duties undertaken as Corresponding Secretary prior to each board meeting and send it to the board and committee members prior to the meeting
- Vote on any decisions that the board is required to vote on
- Respond to queries or suggestions posed by board and committee members in between meetings.

Time commitment: 4-6 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day. This role tends to be busier prior to and following an educational event and there is an expectation for timely responses to inquiries throughout the year.