



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## Corresponding Secretary

### Role:

- Monitor the inbox for [info@bcplaytherapy.ca](mailto:info@bcplaytherapy.ca).
- Messages or queries received must be responded to in a timely manner and/or forwarded to the appropriate board member.

### **Other duties:**

- Attending Board meetings and educational events.
- Taking on roles to assist with the running of educational events.
- Responding to queries or suggestions posed to Board and Committee members in between meetings.
- Writing a report on duties undertaken as Corresponding Secretary for prior to each meeting and sending it to the Board and Committee members prior to the meeting.

The Corresponding Secretary role takes approximately 4 – 6 hours per month. It tends to be busier prior to and following an educational event.