



## IABC Ottawa Board of Directors: Executive Secretary

Position	Executive Secretary
<b>Description</b>	The Executive Secretary is the champion of internal communications for the chapter as the official chapter record keeper.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>● Alongside the President, sets the Board’s monthly meeting agendas.</li> <li>● Compiles Board meeting packages and distributes packages to the Board in advance of a meeting.</li> <li>● Records meeting minutes and circulates meeting minutes post Board meeting.</li> <li>● Helps keep the Board organized on Google Drive.</li> <li>● Maintains the Board calendar.</li> <li>● Choice of taking on a special project.</li> </ul>

### Expectations

- Deliver on the goals you set for your portfolio.
- Collaborate with other portfolios to support the chapter’s strategic vision.
- Uphold IABC’s Vision, Core Values and Guiding Principles.
- Learn something new! As a volunteer-run organization we encourage and support personal and professional growth.
- With the VP, Finance set your budget for the season.
- Develop monthly board reports and attend 1-hour monthly evening meetings (virtual until further notice due to COVID-19) on the second Tuesday of every month.
- Attend a minimum of four events throughout the year – which are free for Board members!
- Monitor your IABC Ottawa email.

### Values

IABC Ottawa focuses on connecting you with the people and insights you need to thrive in your career. Whether you are a communicator, marketer, or creative professional, we connect you to the opportunities, resources, people, and information you need to advance.

Adopted during the 2020-21 season, the IABC Ottawa Board of Directors have identified a set of core values to guide our work. As chapter leaders we value: leadership, growth, teamwork and connection.

### Guiding Principles

As a chapter of a diverse, international community, IABC Ottawa welcomes communication professionals of all levels and practices. We embrace diverse viewpoints, encourage conversation and celebrate cultural differences. We believe these differences benefit our



International Association  
of Business Communicators  
Ottawa

community and that we are more enlightened, well informed, and successful when we honour our unique experiences and perspectives. We require only that all of our members and individuals who engage with our programming abide by the [IABC Code of Ethics](#) and [Code of Conduct](#).

We recognize that creating and fostering a diverse, equitable and inclusive community is an ongoing process. In order for us to change systems of oppression we can't use the same thinking that created them. We are committed to doing the ongoing work required to create a safe space for everyone who engages with our programming and listening and learning to your ongoing feedback.