



Canadian Association for Medical Education

CAME Executive – Secretary – Duties and Responsibilities

The CAME Secretary serves as an Officer with voting privileges on the CAME Executive and is elected for a two (2)-year term and shall be eligible for re-election for one (1) additional term of two (2) years and as such, carries out the responsibilities of a member of the CAME Executive as outlined in the CAME By-Laws.

The CAME Secretary participates in monthly video conferences of the CAME Executive and also participates and attends meetings of the CAME Board of Directors. The CAME Executive meets by video conference monthly. The CAME Board of Directors meets approximately four times a year by video conference. An Annual General Meeting of the Board and Membership will be held annually either in person or via video conference.

The Secretary carries on the affairs of CAME generally under the supervision of the Officers and shall attend all meetings of the Executive Board of Directors (teleconferences and face-to-face) and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary shall also perform such other duties as may be determined by the Executive or the Board of Directors from time to time.