

 DALHOUSIE UNIVERSITY FACULTY OF HEALTH Position Description: Faculty Secretary	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Nov 18, 1992
	<i>Responsible Unit:</i> Faculty Council	<i>Amendments:</i> Sept 1993, Faculty Council Formatting, March 2018

The Secretary will hold office for a continuing term. Ex officio he/she shall be a non-voting member of Faculty Council, to which he/she shall also act as Secretary.

Functions:

- To prepare and distribute to all members of Faculty the agenda and relevant documentation fourteen days prior to statutory meetings of the Faculty of Health.
- To prepare and distribute to all members of the Faculty the minutes of the Full Faculty meetings within 30 days of the meeting.
- To plan and coordinate Spring and Fall full faculty meetings.
- To request annual reports from Faculty Committees and organize their approval at Faculty Council prior to the Spring Full Faculty meeting.
- To request School/College annual reports for Fall Full Faculty meeting.
- To plan and organize special workshops and presentations with the Dean and occasionally an Ad Hoc Planning Committee.
- To prepare and distribute to all members of Faculty Council, minutes of the preceding meeting, the agenda and relevant documentation seven days prior to the meeting of that body.
- To track items requiring Faculty Council attention.
- To, on occasion, ask faculty members to serve on Ad Hoc committees.
- To compose and sign minutes and follow-up correspondence from Faculty Council. In some cases, where Dean's signature is necessary, compose letters for Dean.

- To follow up on actions required by Faculty Council.
- To liaise with other Faculty committees to coordinate meetings, attachments, etc.
- To maintain accessible records of Full Faculty and Faculty Council business in the Dean's Office.
- To ensure communication within the Faculty and between the Faculty of Health and other bodies relative to those matters approved at Faculty Council and Full Faculty.