



FOUNDATION/FONDATION

Canadian Association for Medical Education Foundation CAME Foundation– Secretary – Duties and Responsibilities

The CAME Foundation Secretary serves as an Officer with voting privileges on the CAME Foundation Board 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 Foundation Board as outlined in the CAME Foundation By-Laws.

The CAME Foundation Secretary participates in bi-monthly teleconferences of the CAME Foundation Board. The CAME Foundation Board meets by teleconference bi-monthly; a face-to-face meeting is held annually in conjunction with the Canadian Conference on Medical Education (CCME).

The Secretary carries on the affairs of the CAME Foundation generally under the supervision of the Officers and shall attend all meetings of the Board (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 Board of Directors from time to time.