

Official Title: Corporate Secretary

Reports to: Board Chair

Budget Responsibility: None

Compensation: Volunteer Position if member of Board of Directors; Paid position of \$100.00/month if filled by qualified member at large.

Term: Position may be an elected member of the Board of Directors or a qualified member at large selected by the Board.

The position will have voting privileges if a member of the Board of Directors. If position is filled by a qualified member at large, there will be no voting privileges.

The term of office shall be two (2) years.

Position Description: Duties include ensuring integrity of the governance framework and compliance with statutory, regulatory and MVA By Laws such as:.

- Play a vital role in ensuring that Minnreg Veterans Association follows laws and regulations
- Help identify and manage risks associated with non compliance
- Continuous monitoring and auditing as deemed necessary are essential parts of this function
- Education and training initiatives to raise compliance awareness among officers
- Effective communication with management and regulatory bodies is key to addressing compliance issues