

POSITION DESCRIPTION

POSITION TITLE:	Secretary of the Board of Directors
SALARY RANGE:	Honorarium of \$2,000 per year
REPORTS TO:	Chair of the Board & Chief Governance Officer
EDUCATION:	Pursuing or recently completed a post-secondary degree at Wilfrid Laurier University
TECHNICAL:	Proficient in Microsoft Office 2010

SUMMARY:

Under the primary guidance of the Chair of the Board, the Board Secretary will be focused on recording and communicating accurate information from board meetings. The Board Secretary must be well organized, detail oriented, have strong communication skills and excellent time management skills. The Board Secretary must be able to maintain confidentiality as they will be exposed to a variety of information.

SPECIFIC RESPONSIBILITIES:

The specific functions of the Board Secretary encompass a wide variety of roles that may from time to time be modified as the Chair of the Board sees fit. Specific roles and responsibilities allocated to the position include, but are not limited to the following:

- Attend all Board and Board-elect meetings (occurring monthly during the summer, bi-weekly during the fall and winter terms, with additional meetings possible pending demand);
- Record detailed minutes of the motions and discussions of all Board meetings;
- Ensure accuracy of all minutes by comparing minutes taken with a playback of the recording of the Board meeting;
- Submit minutes to the Chair of the Board in a timely fashion following all meetings; and
- Maintain confidentiality of all information obtained in-camera at meetings.

WORKING CONDITIONS & TIME COMMITMENT:

- Part-time position, with an expectation to work 10-12hrs on a biweekly basis during which time the Board meetings occur, however due to the nature of the organization, the hours may vary and be modified at any time by the Chair of the Board;
- Board meetings take place on both the Waterloo and Brantford campuses - transportation between campuses will be provided as needed; and
- Work will mainly be completed seated at a desk, using a computer.

COMMITTEE MEMBERSHIP:

- None