

POSITION DESCRIPTION

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| POSITION TITLE: | Secretary to the Board of Directors |
| JOB TYPE: | Part-time, contract |
| SALARY RANGE: | Honorarium of \$2000 per year |
| REPORTS TO: | Chair of the Board & Chief Governance Officer |
| EDUCATION: | Pursuing a post-secondary degree at Wilfrid Laurier University |
| TECHNICAL: | Proficient in Microsoft Office |

SUMMARY:

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

SPECIFIC RESPONSIBILITIES:

Specific roles and responsibilities allocated to the Secretary to the Board of Directors include, but are not limited to, the following:

- Attend all Board meetings (occurring monthly during the summer and bi-weekly during the fall and winter terms, with additional meetings possible pending demand);
- Draft meeting minutes, including accurate transcription of motions and high-level summaries of key discussion points, following a template provided by the Chair of the Board;
- Ensure accuracy of all minutes by comparing minutes taken with a playback of each meetings recording;
- 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 4-6hrs on a biweekly basis for the duration of the contract period;
- You will be expected to attend all Board meetings;
- Meetings are hosted in a hybrid manner, meaning they are held on both Zoom and/or Microsoft Teams, and in-person on either Wilfrid Laurier University campus; and
- Work will mainly be completed seated at a desk, using a computer.

COMMITTEE MEMBERSHIP:

- None