

SECRETARY OF THE BOARD OF DIRECTORS

VOLUNTEERING POSITION



Do you have a passion for w and hands on experience with Board of Directors meetings?

Mothers to Daughters, a [for-impact organization](#) whose focus is to bridge intergenerational gaps amongst women, is currently seeking a Secretary of the Board of Directors. Reporting to the Strategic Leader, in this position, you will be available to assist with executive and administrative related tasks to support the organization governance strategy.

Opportunity: Be part of our talented team, grow, get exposure through networking within a fast growing for-impact organization.

Weekly Time Commitment: 10 - 15 hours

Term: Unlimited

Responsibilities

- Notifies Board Members of meetings.
- Keeps accurate Minutes of meetings.
- Records all motions and decisions of meetings.
- Distributes copies of Board Minutes and actions to Board Members promptly after meetings.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Other duties, projects, and initiatives as assigned by the Strategic Leader

Our definition of a good fit

- An excellent bilingual (french and english) communicator who uses personal judgment and expertise to enhance governance practices.
- Excellent planning, time management, multitasking skills, ability to meet deadlines and produce notes and Minutes in a timely manner for distribution and action by the Board.
- A quick-learner, team player, able to take feedback and strong attention to details.

If this resonates with you, we want to talk to you! Send in your CV today at

info@motherstodaughters.ca.

We thank all applicants who apply, but only those selected for an interview will be contacted.