

POSITION TITLE

Secretary

ROLE SUMMARY

- ◆ Fulfil the general responsibilities of a Director
- ◆ Act as secretary of all meetings of directors
- ◆ Have charge of the minute books of the Corporation and the documents and registers referred to in the *Not-for-Profit Corporations Act (2010)*
- ◆ Perform as officer of the Corporation with the authority to sign such contracts, documents or instruments in writing as may be required
- ◆ Ensure that the administrative organization and operation of the Foundation are efficiently and effectively maintained

SPECIFIC EXPECTATIONS

- ◆ Ensure that proper records, including the minutes, are kept in accordance with the Foundation's policies, procedures, and practices
- ◆ Oversee and manage the correspondence from outside the Foundation by making appropriate responses, or directing it to appropriate board directors as needed, and conveying information effectively to the board officers
- ◆ Oversee the Foundation's incorporation and charitable registration status and ensure that annual filings of required reports are done in a proper and timely manner

KEY KNOWLEDGE AND SKILLS

- ◆ Excellent communication and presentation skills
- ◆ Integrity
- ◆ Teamwork
- ◆ Consistent delivery on tasks
- ◆ Good writing skills
- ◆ Attention to detail
- ◆ Familiarity with the Foundation's general by-laws
- ◆ Familiarity with the general rules of order in meetings
- ◆ Creative and problem-solving skills
- ◆ Proficiency in the computer skills appropriate to the Foundation's administrative organization and operation