



Voice of the Natural Products Industry

235 Yorkland Blvd., Suite 302, Toronto, ON M2J 4Y8
Tel.: (416) 497-6939 or 1 800 661-4510
Fax: (416) 497-3214 or 1 888 292-2947
E-mail: info@chfa.ca Website: www.chfa.ca



La voix de l'industrie des produits naturels

Executive Secretary

The Canadian Health Food Association (www.chfa.ca) is Canada's largest national trade association dedicated to the natural and organic products industry.

Our members represent the entire supply chain including manufacturers, retailers, wholesalers, distributors, growers, and importers involved in a variety of industry sub-sectors such as vitamin and mineral supplements, herbal products, homeopathics, sports nutrition products, natural and organic foods, fibres and health and beauty aids.

Position Profile:

The Executive Secretary reports to the Director of Operations and also works with Chair of the Board of Directors. This role provides administrative support to Senior Staff and the Board and prepares and maintains the official documents of the Association. The incumbent will exercise care and diligence, act in good faith, and use powers for a proper purpose.

Duties:

- Provide administrative and executive support to the Senior Staff and the Board of Directors
- Coordinate all administrative activities and appointment priorities of the President including scheduling, travel arrangements, meetings, phone calls and correspondence of the Director of Operations and the Board of Directors; assist in coordination of same for Senior Staff as required
- The Secretary will work closely with the Chair of the Board in the planning of Board of Directors and Association meetings. The Secretary will also work with the Chair of each respective Board Committee in the planning of Committee meetings.

Responsibilities:

- The Secretary shall be responsible for:
 - The creation and timely distribution of agenda for Board of Directors, Board Committee and Association membership meetings (e.g. annual general meeting);
 - The accurate recording and distribution of the minutes of Board of Directors meetings;
 - The updating, maintaining and safe storage of the original copy of the Association's Minute Book and a copy of the Minute Book is in the Association's office
 - Ensuring that the Board's Policy Manual contains all Board directives and that such policies are systematically subject to board review

CHFA Vision

A world where natural and organic products are an integral part of health and well-being.

CHFA Mission

To ensure the growth of the natural and organics industry by empowering and supporting our Members.

Vision de l'ACAS

Un monde où les produits naturels et biologiques font partie intégrante de la santé et du bien-être.

Mission de l'ACAS

Garantir l'essor de l'industrie des produits naturels et biologiques en habilitant et en soutenant ses membres.

- Ensuring that external correspondence to, and requests made of, the Board of Directors, or relevant to the governance of the Association, is reported and responded to in a timely manner
- Overseeing and coordinating the election process and Annual General Meeting of the CHFA Board of Directors in accordance with the Association's bylaws
- Maintaining and updating annually the Board of Directors Handbook and assist in orienting newly appointed members
- Liaising with the Association's Governance counsel as required
- Coordinating the logistics for any meetings, governance and strategic planning sessions of the Board including assisting or providing program planning, professional development programs or session facilitation for the Board as needed
- Reviewing Board expenses and ensure that activities are performed within the Board Governance budget established by Association staff, in collaboration with the Secretary
- Creating and maintaining an annual calendar of Board activities and meetings
- Maintaining the personnel record of the Director of Operations
- Prepare correspondence, reports and presentations as required
- Manage the CHFA People of Excellence Awards program
- Coordinate office systems and procedures under the direction of the Director of Operation

Additional Expectations (may require time and travel outside of regular business hours on an occasional basis):

- Attendance at Board of Directors meetings (by telephone on a monthly basis)
- Attendance at Board Committee (five Committees) meetings (by telephone on an irregular basis)
- Attendance at Tradeshows and Annual General meeting
- Attendance at one governance and one strategic planning session annually

Qualifications:

- Exceptional ability to multiple task, monitor priorities, work independently and meet deadlines is absolutely required
- Experience supporting a Board of Directors or similar group
- Experience in supporting Executive or Senior Staff position(s)
- Experience recording minutes at board meetings
- Able to coordinate calendars and travel arrangements
- Excellent communication skills, high organization and accuracy
- Proficiency in minute taking and keyboarding
- Good verbal and written communication skills

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- Excellent working knowledge of English grammar, vocabulary, spelling, and punctuation
- Ability to work with a diverse group of stakeholders
- Strong computer skills with Word, Excel and PowerPoint applications
- Two or more years of relevant experience
- Working knowledge of French strongly preferred
- Knowledge of and/or commitment to the Organic and/or Natural Health Products sectors/lifestyle an asset
- Association experience an asset
- Customer service or member based organization experience an asset

To apply for this position, please send a résumé with cover letter, including salary expectation to hsherrard@chfa.ca or by facsimile to 416-497-3214 by Friday, August 20, 2010.

We thank all applicants, however only those under consideration will be contacted.

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