

TITLE: BOARD SECRETARY

LOCATION: Ottawa, Ontario

RESPONSIBLE TO: Executive Director

LANGUAGE REQUIREMENTS: Bilingual (French and English) required.

GENERAL DESCRIPTION:

The Board Secretary provides support to the Executive Director of Co-operatives and Mutuels Canada (CMC), CMC Board of Directors and CMC committees and ensures compliance with, and support for, democratic governance functions and policies for CMC. The Board Secretary plays a key role in maintaining a high level of service to members, and developing CMC's reputation as a leader in the co-operative sector. This is a new organization and for more information on CMC, please visit: www.coopscanada.coop

RESPONSIBILITIES:

Corporate Governance:

- In collaboration with the Executive Director, prepares board agendas and meeting materials for review by and input by the CMC Board Chair.
- Responsible for all meeting document preparation for CMC Board and its committees, including arranging for and ensuring the accuracy of the translation of materials for meeting packages.
- Provides minute taking for the CMC Board of director's meetings, and is responsible for distributing the minutes for review in a timely manner, ensuring the minutes of the meeting are secure and signed regularly for auditing purposes.
- In collaboration with the Executive Director and CMC Board Chair, develops post-Board meeting reports and distributes to the Board, staff and members.
- Provides support to CMC committees as determined/specified by CMC Board of directors and/or Executive Director.
- Acts as the primary staff resource to the CMC board and CMC members on matters relating to board policies, by-laws, and democratic governance.
- Develops a corporate agenda and ensures regular and timely policy reviews, evaluations of CMC board and its committees, and compliance with by-law requirements.
- Responsible for all aspect of the planning meeting materials (Notice of AGM, Delegate Handbooks, Reports, etc) for the CMC Annual General meeting.
- Responsible for corporate filings, e.g. change in directors, annual summary post AGM.
- In collaboration with the Manager of Member Engagement, supports the CMC's awards process including but not limited to: drafting and disseminating the call for entries, screening/collating entries, coordinating the adjudication process and awards ceremony.
- Ensures CMC Board Policy manual is updated and reflects current and best practices.

Communications:

- Drafts correspondence on behalf of the Executive Director or CMC Board Chair in response to various requests (confirmation/regrets for attendance at meetings, responding to member inquires, etc)

Administrative:

- In collaboration with the Finance Manager, processes CMC Board director's expense claims as well as the Executive director's corporate expenditures--assigning the appropriate accounting codes and securing the necessary signatures for approval.

COMMUNICATIONS:

Liaise with CMC staff, members, and the Board of Directors.

SUPERVISION:

None. Coordinate the work of temporary personnel, as may be required from time to time.

WORKING CONDITIONS

Some domestic travel will be required. Weekend and evening work may be required during peak periods and during travel outside the office.

QUALIFICATIONS:

- Undergraduate degree in business management, social sciences or related field.
- Minimum 3 years experience working with a Board of directors and providing Executive level support.
- Excellent written and verbal communication skills, including ability to exercise tact, diplomacy and discretion.
- Commitment to excellence in governance practices.
- Advanced skills in MS Office: Word, Outlook, PowerPoint and Excel, as well as databases.
- Ability to multitask and manage concurrent deadlines or competing priorities.
- Demonstrated ability to take initiative and work effectively with minimal supervision.
- Strong organizational skills with excellent attention to detail.
- Works well with minimal supervision and as part of a team.
- Experience with and/or knowledge of co-operatives and the wider social economy sector is a strong asset.

APPLICATION PROCEDURE:

Send your resume and cover letter to apply@coopscanada.coop by 4:00pmET, March 31, 2014

NOTE:

This is a full time position with a competitive salary and benefits package. CMC is also open to receiving applications for part time scenarios (minimum 60%), as the job may be modified for the right candidate. Please reference this in your cover letter.