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| POSITION: | EXECUTIVE ASSISTANT |
| REPORTS TO: | President |
| DIRECT/INDIRECT REPORTS: | Secondary responsibility for Administrative Coordinator |

The Canadian Health Food Association (CHFA) is Canada's largest national trade association dedicated to the natural health and organic products industry. The association represents manufacturers, retailers, wholesalers, distributors, and importers of natural and organic products, including foods, vitamin and mineral supplements, herbal products, homeopathics, sports nutrition products, fibres and health and beauty aids.

With a membership of over 1,000 business owners and operators, CHFA represents an industry that contributes \$5 billion to the Canadian economy.

Position Profile

To prepare and maintain the official documents of the Association. To exercise care and diligence, act in good faith, and use powers for a proper purpose. To provide support to the Chair, Directors of the Board and Senior Staff of the Association.

Accountabilities

- 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 ensuring 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
 - 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 ensuring that activities are performed within the Board Governance budget established by Association staff
- Creating and maintaining an annual calendar of Board activities and meetings
- 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.
- Coordinating all administrative activities and appointment priorities of the President including scheduling, travel arrangements, meetings, phone calls and correspondence of the President and the Board of Directors; assist in coordination of same for Senior Staff as required
- Providing administrative and executive support to the Senior Staff and the Board of Directors as required
- Maintaining the personnel record of the President or his/her designate
- Preparing correspondence, reports and presentations as required
- Managing the CHFA Industry Achievement Awards program
- Coordinating office supplies, systems and procedures under the direction of the President
- Coordinating all IT activities and act as liaison with external service provider
- Relief support to the Accounting department with the benefits plans as necessary

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 Tradeshow and Annual General meeting
- Attendance at one governance and one strategic planning session annually

Skill Set

- Able to demonstrate leadership in managing others and with a strong commitment to “service”
- Able to creatively problem-solve and make appropriate decisions within tight timeframes
- Able to multi-task and prioritize within broad project parameters
- Strong attention to detail
- Excellent inter-personal and listening skills, and able to manage sensitive and confidential information
- High level of proficiency in working with state-of-the-art office equipment and software (e.g. computers, photocopiers)
- Minimum 10 years experience in a senior administrative and executive assistant role, preferably with knowledge of the natural health products and organics industry

How to apply

We invite all interested and suitably qualified persons to submit their resume, cover letter and salary expectations with “Executive Assistant” in the subject line to board@chfa.ca by Friday, July 20, 2012.

While all applications are appreciated, we advise that only candidates under consideration will be contacted.