



JOB DESCRIPTION

Job title: Board Secretariat
Department: Human Resources
Status: Permanent Full-time

Company: IATSE 891
Location: Burnaby, BC
Application Deadline: December 3rd, 2021
Application Contact: careers@reimaginework.ca

Overview

Reporting to the Manager of Human Resources and up to the President, the Board Secretariat role is responsible for facilitating and coordinating the exchange of information and decisions between the Board and IATSE administration. This responsibility is carried out most visibly through the facilitation of meetings of the Board and its Committees. Maintenance of the official record of Board decisions, in the form of resolutions, is a major responsibility of this position.

Duties and Responsibilities

- Oversees the Board policy development and supports the work of the Governance and Policy Committee
- Manages the board governance transitions and the continuity between successive Board and Committee Chairs
- Works with Board contributors and other staff members regarding document submissions, timelines and overall requirements for the Board processes
- Provides training to those new to the Board process and refresher training as the need arises
- Develops agendas for each Board and Committee meetings from annual work plans, ensuring that Terms of Reference items for each Committee are covered annually
- Establishes meeting dates for the Board's Committees, determines member availability and ensures meeting quorum
- Prepares and distributes Board and Committee packages in a timely manner
- Advises the Board Chair and members on rules of procedure
- Ensures that meetings maintain quorum
- Notes and records meeting decisions as part of the permanent Board record
- Drafts minutes of Board and Committee meetings and prepares follow-up communications
- Coordinates the appointment/election process of new Board members
- Participates in the development and delivery of Board member orientation program



- Communicates with the Board and Board members regularly regarding Board matters
- Drafts and discusses amendments to the Board By-Laws
- Prepares reports, letters, and research information for the Board Chair and the President
- Maintains a full contact list of board members including board member appointment dates, terms of appointment, and board member biographies
- Updates, maintains, and stores Board legal documents as required
- Facilitates all annual filings of required reports and information
- Manages external correspondence and ensures that requests made of the Board are reported and responded to in a timely manner
- Other tasks and duties as assigned

Qualifications, Skills and Abilities

- Minimum of a Grade 12 education or High School Diploma
- Bachelor's degree in public administration
- Completion of Board Governance Training
- Minimum of 1 year of previous work experience in a similar board secretariat role
- Working knowledge and understanding of unions
- Knowledge of meeting procedures, governance policies, and by-laws
- Previous experience in conflict resolution would be an asset
- Knowledge of the film industry in BC and the Yukon would be an asset
- Proficient and detailed understanding of Microsoft Office Suite
- Strong interpersonal and communication skills to develop relationships with internal and external contacts including Board members, Senior Leaders and other external contacts such as government officials (where applicable).
- Ability to maintain confidentiality
- Ability to maintain tact, professionalism and diplomacy
- Ability to multitask while maintaining accuracy and efficiency

IATSE is an equal opportunity employer and we are committed to creating a diverse environment. All applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.