



Board Secretary

The Canadian Migraine Society, a volunteer-driven patient organization, is dedicated to improving the quality of life for Canadians living with migraine. Through advocacy, education, and support, we commit to empowering individuals affected by this debilitating neurological condition. As we transition to a formal not-for-profit structure, we're seeking a passionate individual to join our team as a Board Secretary.

As Board Secretary, you will be the cornerstone of our board's operations, ensuring meticulous documentation and effective record management. Your role will extend to advocating for our cause, identifying funding opportunities, and ensuring our organization's compliance with legal standards. This position offers a unique opportunity to shape the future of migraine care and advocacy in Canada.

We are seeking a dedicated and organized individual to volunteer as the Board Secretary. This pivotal role supports the efficiency and effectiveness of our board, ensuring smooth governance and operations as we pursue our mission to improve the quality of life of the 4.3 million Canadians living with migraine disease. We are a fully patient-centric and patient-led organization providing Empathy, Education and Empowerment to this community.

Role:

- The Board Secretary is responsible for maintaining accurate documentation of the board's activities.
- Ensures effective management of the organization's records.

Advocacy:	Actively advocate for the organization's mission and cause in their personal and professional networks. Actively search for grants and other funding.
Conflict of Interest:	Recognize and disclose any conflicts of interest and abstain from discussions and voting where these conflicts exist.
Board Development:	Participate in board training, development activities, and self-evaluation processes to improve board effectiveness.
Succession Planning:	Contribute to the planning for leadership and board member succession.
Legal Compliance:	Ensure that the organization is following federal, provincial, and local regulations, particularly regarding documentation and record-keeping.
Historical Records:	Maintain an archive of the organization's history, including past board minutes, decisions, and significant documents.
Certification of Documents:	Certify and provide copies of corporate documents as needed.

Authority:

The Board Secretary, like other board members, has the responsibility to contribute invaluable criticism from an outside perspective on the organization’s performance and direction to our founding member.

Term of Office:

Two - Three years, with the possibility of renewal for a second term. See Bylaws for further information.

Time Commitment:

Approximately eight – ten hours per month or on average 2 hours per week (board meetings, committee meetings, record management).

Accountability:

Executive and voting member of the board of directors, appointed as per the bylaws.
Accountable to the Board for the accurate maintenance and management of records and minutes.

Qualifications:

- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Experience in record-keeping or administrative roles.
- Experience with grant-writing and fundraising
- Firsthand experience with issues related to living with migraine.
- Familiarity with governance policies and procedures in a nonprofit setting is considered an asset.

Responsibilities:

Meeting Records:	Records minutes of board meetings; ensures accuracy and availability.
Document Management:	Handles board correspondence and maintains historical records.
Communication:	Coordinates the scheduling and organization of board meetings.
Meeting Scheduling	Assists in ensuring compliance with legal and regulatory requirements regarding documentation.
Compliance:	Maintains a roster of board members, including terms and contact information.
Membership Records:	Assists in the orientation of new board members regarding documentation and record-keeping.
Board Orientation:	Modifies board orientation as necessary when organization grows.
Notifications:	Notifies board members of meetings and distributes materials such as agendas and minutes

Beneficial Committee Involvement:

- Governance Committee
- Administrative Committee
- Policy or Bylaws Committee (if applicable)

For each of these roles, it's important to balance professional qualifications with a passion for the mission of the organization and a commitment to serving the needs of individuals with migraine disease. The specific committees mentioned may vary depending on the structure and current needs of Canadian Migraine Society, but they generally align with the responsibilities of each board role.

These specific duties are constantly changing and will be updated to revise any changes. As we are a small board there could be additions to roles and responsibilities in an ad-hoc nature as required.