



Voice of the Natural Products Industry™



La voix de l'industrie des produits naturels

## Secretary to the Board of Directors

Location: Flexible

Deadline: Friday, February 19, 2010

Part-time Contract Position

*Interested applicants may send a resume to CHFA by fax at 416-497-3214 or by email at [board@chfa.ca](mailto:board@chfa.ca) (word or pdf format please)*

## Canadian Health Food Association

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

Our members represent the entire supply chain including growers, manufacturers, retailers, wholesalers, distributors, 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.

CHFA member products support Canadians seeking optimal health and well-being.

### **Purpose:**

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. The provide support to the Chair and Directors of the Board of the Association.

### **Time Commitment:**

An average of ten hours per week for regular Board and Board Committee meetings plus attendance at up to five events, 2 – 5 days in length, annually at tradeshow, governance and strategic planning sessions.

### **Expectations:**

- 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 AGM (in person two to three times per year in Toronto, Vancouver and Montreal; 2 – 5 days per event)
- Attendance at one governance and one strategic planning session annually (in person, within Canada; 2 – 4 days per event)
- A long-term commitment to the position (two-years or greater)
- Prepared to sign and respect a confidentiality agreement

### **Term:**

The Board Secretary is to be appointed in a manner consistent with the By-Laws. He/she is accountable to the Board of Directors and has no authority to act beyond that required to fulfill the duties outlined below. The Board Secretary will be hired on a contract basis, subject to review annually.

**Duties & Responsibilities:**

- Provide executive support to the Board of Directors
- 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.
- The Secretary of the Board 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
  - 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 CEO
- The Board Secretary may, from time to time, be asked to provide on-site assistance at CHFA activities

**Qualifications:**

- Experience supporting a Board of Directors
- Experience recording minutes at board meetings
- Excellent communication skills, high organization and accuracy
- Proficiency in minute taking and keyboarding
- Good verbal and written communication skills
- Excellent working knowledge of English grammar, vocabulary, spelling, and punctuation
- Ability to work with a diverse group of stakeholders
- Strong computer skills with Word and Excel applications
- Two or more years of relevant experience
- Working knowledge of French an asset
- Knowledge of the Organic and/or Natural Health Products sectors an asset
- Association experience an asset
- Customer service or member based organization experience an asset