



## **Canadian Breast Cancer Foundation Central Office**

### **Job Posting**

**Position:** Secretary – National Board of Directors  
**Reports to:** CEO, Central Office  
**Status:** Full Time  
**Location:** Central Office, 375 University Ave, 6th Floor, Toronto, ON  
**Start Date:** November 2009

#### **CONTEXT:**

Established in 1986, the Canadian Breast Cancer Foundation (CBCF) is the leading national volunteer-based organization in Canada dedicated to creating a future without breast cancer. CBCF works collaboratively to fund, support and advocate for relevant and innovative breast cancer research; meaningful education and awareness programs; early diagnosis and effective treatment; and a positive quality of life for those living with breast cancer.

There are 4 regional business units in BC/Yukon, Prairies/NWT, Ontario and the Atlantic Region, as well as several other community-based branch offices, and a Central Office located in downtown Toronto. The organization has approximately 15,000 volunteers and 180 staff across the country, with approximately 55 in the Central Office.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the Board's business was conducted. In order to fulfill these responsibilities, the Secretary prepares and distributes meeting notices and agendas, organizes travel arrangements for Board members, records minutes of meetings ensuring their accuracy, submits various reports to the board, maintains membership records, fulfills any other requirements, and performs other duties as the need arises. The Secretary will also serve as secretary for all Board Committees and Board sub-committees.

#### **RESPONSIBILITIES:**

- Provides senior level administrative support to the Board of Directors
- Coordinates all logistics for Board meetings through the preparation and distribution of comprehensive meeting notices and agendas, arranging facilities and catering, issuing information or invitations, organizing travel arrangements and recording minutes for the Board
- Serves as a lead contact with the Chair of the Board and the Chair's administrative staff related to the coordination of responsibilities for the Chair
- Manages the general correspondence of the Board of Directors
- Prepares all the Board meeting documents with special focus on quality control, ensuring the quality is up to standards and bylaws

- Ensures timely delivery of documents two weeks prior to Board meetings, allowing plenty of time for Board members to read them
- Ensures that proper notification is given of directors' and members' meetings as specified in the bylaws
- Coordinates the preparation of the Board Manual annually, ensuring appropriate updates as documents are changed
- Manages record management protocol, implementation and maintenance of all files related to the National Board of Directors
- Sorts and distributes copies of correspondence and memos for the information of the Board of Directors. Correspondence includes information between board meetings such as press releases, potential legal/reputational issues, etc.
- Serves as the Recording Secretary at National Board meetings and all sub-committee meetings of the Board
- Coordinates contacts with prospective Board members as part of the Governance Committee's leadership of the Board nominations process
- Researches relevant subject matter for the Board of Directors (background papers, protocols, guidelines, key resources)
- Ensures that official records are maintained of the members of the Board
- Ensures that records are available when required for reports, elections, etc.
- Ensures that an up-to-date copy of the bylaws are available at all meetings
- Ensures that accurate minutes of meetings are taken, approved and distributed. The minutes must have enough information to help absent Board members to understand what issues were discussed and what decisions were made
- Maintains confidential files, contracts, and risk management items
- Keeps a record of all policies approved by the Board
- Disposes of old documents only with the approval of the Board
- Coordinates the orientation sessions for new Board members

**REQUIRED QUALIFICATIONS AND ABILITIES:**

- Post-secondary degree in Business Administration, or an acceptable combination of education and progressively responsible experience
- A minimum of five years of professional administrative experience, preferably in a not-for-profit environment
- Administration experience with Boards of Directors and Committees of the Board
- High level of sound and independent judgment, reasoning and discretion
- Excellent communication, interpersonal and writing skills
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, etc.
- Experience in writing business correspondence
- Strong computer skills with demonstrated proficiency in Word, Excel, PowerPoint, MS Outlook, and PM software
- Superior time management skills, multi-tasking skills, and ability to manage work flow and priorities
- Demonstrated experience recording accurate minutes of meetings

**CONDITIONS OF EMPLOYMENT:**

Standard workweek is 35 hours, Monday - Friday, eight hours at the office daily with a one-hour break. Occasional work during evenings and weekends is required for Board meetings and committee meetings.

**To Apply:**

This is a full time position located in the Central CBCF office in downtown Toronto. CBCF is committed to employment equity and offers a competitive salary. Please e-mail your resume by October 30, 2009 with a covering letter to the attention of Alison Staples, Director Human Resources:

Canadian Breast Cancer Foundation  
375 University Avenue, 6th Floor  
Toronto, Ontario  
M5G 2J5  
[humanresources@cbcf.org](mailto:humanresources@cbcf.org)

We thank all applicants for their interest; however only those candidates selected for an interview will be contacted. No phone calls please.