



About Us

The Greater Vancouver Food Bank (GVFB) is a non-profit organization with a mission to empower people to nourish themselves by providing access to healthy food, education, and training. The GVFB provides assistance to over 27,500 people weekly, 25% of our members are children, 35% are seniors.

The needs of this community are met through multiple distribution locations, community kitchens, training workshops and partnerships with over 75 community agencies located in Vancouver, Burnaby, New Westminster and North Vancouver. The GVFB receives, purchases and distributes approximately 3.5 million pounds of food each year.

The GVFB is committed to its vision of accessible, healthy and sustainable food for all and through community collaboration, is pro-actively working to help end hunger.

Position: Recording Secretary (part-time role).

Accountable to: Board of Directors

Position Summary: The Recording Secretary works closely with the Board and CEO to ensure Board meetings, communications, record keeping, and reporting responsibilities are fulfilled.

Main duties

- Working with the Board Chair and CEO to develop and ensure timely distribution of the notice, agenda and reports for Board of Directors' meetings, Board committee meetings and the annual general meeting, including making logistical arrangements as required.
- Attending Board, committee and annual general meetings and accurately recording and distributing the minutes of the meetings at the appropriate level of detail and/or in the format determined by the Board. The Recording Secretary is responsible for arranging for an alternate secretary if he/she cannot attend a meeting.
- Advising the Board on governance matters.
- Creating and maintaining an up-to-date board planning calendar outlining matters to be on the Board's agenda over the course of a year.
- Maintaining a list of and following up as necessary on the status of action items arising from Board or committee meetings.

- Maintaining an up-to-date list of Board and Board committee members, their appointment dates and terms.
- Collaborating with the Board and CEO to ensure maintenance of an up-to-date list of GVFBS members.
- Collaborating with the Board and CEO to ensure the GVFBS remains compliant with its charitable registration and annual reporting obligations under relevant laws.
- Maintaining and organizing a complete record of Board of Directors' documentation, including but not necessarily limited to, the GVFBS by-laws and other constating documents, meeting agendas and minute book, Board policies and other documents or directives, and director resource information. The archive must be secure and centrally available to the directors and senior management, with appropriate back up or redundancy to protect the integrity and availability of these materials.

Required Skills, Knowledge and Competencies

The Recording Secretary must be highly familiar with the British Columbia *Societies Act* and be able to advise the Board of Directors on governance matters. In addition, the Recording Secretary must have strongly developed skills and competencies in the following areas:

- Professional and effective verbal and written communications;
- Diplomacy, tact and discretion;
- Independent and critical thinking;
- Planning, organization and time management;
- Thoroughness and attention to detail;
- Self-motivation, initiative and accountability.

Applications will be treated in strict confidence.

This is an immediate requirement. Please include a cover letter along with your resume to hr@foodbank.bc.ca

Part-time position, 5-10 hours a month subject to variation. A criminal check is required upon hiring.

Please note we will be moving from our 1150 Raymur Avenue location in Vancouver, to 8345 Winston Street, Burnaby in July 2019.