

**Board Secretary
(Part-time Permanent Contract)
Downtown Vancouver**

About Us

Vancouver Foundation is the largest community foundation in Canada and serves the entire province of BC. Our goal is to create positive and lasting impact in communities. We do this by bringing together generous donors and linking their contributions to important work that addresses the needs of our communities. Vancouver Foundation is considered a local, regional, national and international leader in responsive and proactive grantmaking and community capacity-building initiatives and collaborations.

For a view into our world, please visit our website: www.vancouverfoundation.ca

About the Position

This position reporting to the CEO will be responsible for providing administrative, governance and clerical support to the Board through the timely and accurate collection and sharing of information directly related to its activities. The Secretary will work closely with the Executive team and the Executive Assistant to ensure that the Board is well informed and that its activities are well documented for the use of Board members and other Committees. This is a contract/consulting position for approximately 15-20 hours per month of which 75% can be done remotely.

Main Responsibilities

- Ensure compliance and governance under relevant Board by-laws
- Arrange Board/Committee meetings and act as recording secretary
- Assist with preparation of Board and Committee meeting materials
- Accurate recording and distribution of the minutes of Board and committee meeting
- Maintain Board and Committee documents including bylaws and policy statements, list of Directors and Committee members
- Maintain accurate records including records of Board attendance, motions and decisions of Board meetings
- Work in collaboration with the Executive team and the Executive Assistant to fulfill responsibilities
- Maintain documents of governance policies and a systematic schedule for review as determined by the Board
- Act as Board liaison, managing meeting logistics including coordinating and distribution of materials, meeting agendas, notifications, meeting minutes and other documents.
- Coordinate onboarding for new committee and Board members
- Provide administrative and clerical support to the Board

About You

Experience and Education

- 5 years relevant experience with not for profit Board,
- Courses, education or experience in governance
- Advanced knowledge of Microsoft Office Application
- High attention to detail and accuracy
- Excellent written and oral communication skill
- Outstanding organization and time management skills
- Ability to work independently, prioritize and maintain a high level of efficiency and work within tight deadlines

Requirements

Vancouver Foundation is an Equal Opportunity Employer: We are committed to the principles of equal and inclusive employment opportunities without regard to race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression, domestic partnership status or any other status that is representative of the communities we work in. Vancouver Foundation encourages applicants from all communities.

How to Apply

If this sounds like you, please submit your covering letter and resume with salary expectations by **November 12, 2018** to: jobs@vancouverfoundation.ca and **be sure to quote position number 2018-11** in the subject line.

We kindly ask for no phone calls please. Applicants will receive an emailed response confirming receipt of their resume submission. Due to the high number of applications Vancouver Foundation receives, only candidates who are selected for an interview will be contacted. We thank all applicants for their interest in Vancouver Foundation.