

Secretary/Treasurer – Maintains record of the Board and ensures effective management of organization records.

Responsibilities:

- Ensure meeting minutes are taken and approved by the Board.
- Records all minutes and ensures their accuracy and availability to the Board and its members.
- Submits various reports to the Board when needed.
- Fulfills any other requirement of the Chair if needed.
- Eligible to vote and provide motions.

Qualifications:

- Administration skills
- Strong oral and written communication skills
- Organizational skills
- Preferred one year experience on the board of directors.