



## SECRETARY

The Jamaican Canadian Association is seeking qualified candidates to run for the Board of Directors Secretary position at the upcoming Annual General Meeting.

The successful candidate will perform routine clerical and administrative functions such as taking minutes at board meetings, drafting correspondence, scheduling board appointments, organizing and maintaining paper and electronic files.

### QUALIFICATIONS/SKILLS:

- Volunteer or work experience in a similar role
- Experience serving on a board in any active capacity is an asset
- Awareness of the key functions of a board including:
  - Governance
  - Policy making
  - Financial oversight
  - Fundraising
  - Communications
  - Advocacy
- Knowledge of the Jamaican Canadian Association, including its history and organizational structure is an asset

### TERM:

The secretary position is elected to serve for a one-year term.

### REQUIREMENTS:

- Excellent communication skills and knowledge of relevant computer software
- Able to commit up to 40 hours per month
- Experience in an organization undergoing change and restructuring
- Ability to foster positive working relationships with other Board members, JCA members and friends of the JCA
- Knowledge of issues impacting the communities & constituents served by the JCA
- Ability to work independently and collaboratively in a fast paced environment

### MAJOR DUTIES:

- Manage the Association's records keeping, and documentation process subject to the direction and approval of the Board of Directors.
- Lead the coordination of response to correspondence received by the JCA, including triaging to the appropriate board member or committee lead
- Attend and documents proceedings at JCA board meetings
- Prepare minutes, including documenting actions items, for approval of the Board
- Work with Communications Office to ensure JCA membership is informed of all upcoming meetings
- Lead the preparing of a yearly calendar of the Association's activities, to facilitate effective co-ordination.