

Secretary to the Board of Directors

Position Overview

The Secretary serves as a key officer of the Board of Directors, ensuring that the organization's governance records are accurate, transparent, and compliant with the bylaws of the Bow Valley SPCA and the *Alberta Societies Act*. This role provides the administrative support necessary for strategic decision-making and organizational accountability. As a member of the Board, the Secretary also shares the collective fiduciary responsibility for the organization's financial health and strategic direction.

Key Responsibilities

1. Records Management & Documentation

- **Minutes:** Record, prepare, and distribute accurate minutes for all Board of Directors meetings and the Annual General Meeting (AGM).
- **Archiving:** Maintain the official records of the Society, including the seal, letters patent, and past meeting minutes.
- **Board Manual:** Ensure the Board Policy Manual and Orientation materials are kept up-to-date.

2. Governance & Compliance

- **Corporate Filings:** Ensure all required annual returns and changes to the Board of Directors are filed promptly with Alberta Corporate Registry.
- **Bylaw Oversight:** Act as a resource for the Board regarding the Society's bylaws and parliamentary procedures (e.g., Robert's Rules of Order) during meetings.
- **Meeting Notices:** Coordinate and send formal notices for all Board meetings and the AGM in accordance with statutory requirements.

3. Communication & Coordination

- **Agenda Management:** Work closely with the Board Chair to develop and distribute meeting agendas and supporting documents (Board Packs).
- **Correspondence:** Manage official Board correspondence and maintain the current list of Society members and their contact information.

Qualifications & Skills

- **Organizational Excellence:** Exceptional attention to detail and the ability to manage complex documents and filing systems.
- **Writing Proficiency:** Ability to synthesize complex discussions into clear, concise, and objective meeting minutes.
- **Integrity:** High level of discretion and the ability to handle sensitive information regarding animal welfare operations and personnel.
- **Commitment:** A passion for the Bow Valley SPCA's mission and a willingness to commit to monthly board meetings and committee work.
- **Tech Savvy:** Proficiency with digital tools (e.g., OneDrive, Microsoft 365, or specialized Board portals) for document sharing and storage.

Time Commitment

- Attendance at monthly Board meetings (approximately 2–3 hours).
- Administrative preparation and follow-up (approximately 2–3 hours per month).
- Participation in the Annual General Meeting and occasional committee work and strategic planning sessions.

If this is something that interests you, please submit an Expression of Interest to: volunteers@bowvalleyspca.org. This advertisement will remain open until the position is filled.