

Position: Board Secretary**Authority and Responsibility**

The Board of Directors is the legal authority for Yoga Outreach. As a member of the Board, the Director acts in a position of trust for the community and is responsible for the effective governance of the organization

Summary of Qualifications

- Strong organizational and time management skills
- Previous experience with transcription and/or minute taking and creating agendas
- Experience in the non-profit sector paid or volunteer
- Able to work collaboratively and independently
- Excellent communication, problem solving and conflict resolution skills
- Previous experience serving on a Board is an asset
- Knowledge of the filing requirements for a non-profit society and registered charity
- Fundraising and grant writing skills are an asset

Requirements

Requirements of Board Membership Include:

1. Commitment to the work of the organization
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy
3. Serve on the Executive Committee
4. Willingness to serve on additional committees
5. Attendance at meetings
6. Attendance to meetings of assigned committees
7. Attendance at Annual General Meetings
8. Attendance at Membership Meetings
9. Support of special events
10. Support of, and participation in fundraising events
11. Financial support of Yoga Outreach eg. Yearly memberships
12. A time commitment of 10/month

Term

Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term, by resigning or according to Yoga Outreach's bylaws.

General Duties

A Director is fully informed on organizational matters, and participates in the Board's deliberation and decisions in matters of policy, finance programs, personnel and advocacy.

The Secretary will:

1. Serve on the Executive Committee
2. Keep copies of the organization's bylaws and the Board's policy statements
3. Keep lists of officers, Board membership, committees and General membership
4. Notify Board Members of meetings
5. Keep records of Board attendance
6. Ensure quorum is met at Board meetings

7. Keeps accurate minutes of meetings
8. Records all motions and decisions of meetings
9. Signs Board minutes and corrections to confirm their accuracy
10. Records all corrections to minutes
11. Keep copies of minutes of both Board and committee meetings
12. Distribute copies of minutes to Board promptly after meetings
13. Conducts general Board correspondence
14. Signs official documents of the organization as required
15. File the annual return, amendments to the bylaws and other incorporating documents
16. Make sure members are notified of General Meetings
17. In the absence of the President and Vice President, chairs Board meetings until the election of an alternate chairperson
18. Orients the new secretary
19. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
20. Monitor all Board policies
21. Review the bylaws and policy manual, and recommend bylaw changes to the membership as required
22. Review the Board's structure, approve changes and prepare necessary bylaw amendments
23. Participate in the develop of Yoga Outreach's organizational plan and annual review
24. Approve Yoga Outreach's budget.
25. Approve the hiring and release of the Executive Director including the Executive Director's employment contract, based on the recommendations of the Executive Committee
26. Support and participate in evaluating the Executive Director
27. Assist in developing and maintaining positive relations among the Board, committees, staff members and community to enhance Yoga Outreach's mission

Evaluation

The Secretary's performance is evaluated annually based on performance of assigned Board requirements and duties

Review Date and Approval

The Executive Committee (or other) annually reviews the Board Member Job Description and recommended changes are presented to the Board.

Approval Date:

Review Date:

Comments for next years review: