



## Volunteer Board Secretary

### Position Summary

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The Board Secretary is responsible for maintaining the records of HDFA and conducting other clerical duties as required. The time commitment for this position varies, but generally will not require more than 30 hours per year.

### Key Responsibilities and Accountabilities

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- Working with the Board Chair, schedule, create and distribute Agenda for AGM and other Board meetings in compliance with HDFA governance structure and provincial/federal regulations.
- Attend all board and committee meetings, take meeting minutes, and distribute minutes to board members.
- Prepare and file Corporate Annual Return.
- Maintain HDFA's Corporate Minute Book, ensuring compliance with all regulations.
- Conduct other administrative and clerical duties as required, such as preparing documents & reports, spreadsheets or conducting research on behalf of HDFA.

### Qualifications

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- Minimum of Grade 12 Diploma.
- Formal training or work experience as a Legal Secretary or Legal Assistant, would be wonderful!
- An excellent working knowledge and ability to work in a variety of Microsoft office programs, particularly Word, Excel, and PowerPoint.
- A keen eye for detail and pride in ensuring tasks are completed with a focus on accuracy and quality.
- Experience in taking and preparing meeting minutes following current best practices.



- Clear knowledge and understanding of basic legal responsibilities to ensure HDFA follows legal filing obligations.
- Experience working as a Board Secretary on a non-profit organization would be an asset, but not necessary.
- Some understanding and/or life experience with Hoarding Behaviours would be an asset.

### **Key Competencies for Success Volunteering with HDFA**

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**Integrity & Trust** Adheres to a set of core values and beliefs that align with HDFA's commitment to inclusiveness and diversity and acts in line with those values. Is trusted; is a truthful individual; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

**Compassion & Empathy** Attends to and validates expressed emotions, seeks to understand participants' perspectives, and shows genuine concern for their needs. Shows positive regard to all group members. Uses positive, affirming and encouraging statements and facial expressions.

**Organizational Skills** Excellent planning, coordinating, time management, and organizational skills; including making good use of time and resources and sorting out priorities.

**Communication** Has the capacity to interact effectively with other people both on a one-to-one basis and in group settings, including understanding and responding to the needs of others in a professional manner.

**Collaborative Mindset** Works to achieve the common goals of HDFA, by sharing ideas, information, challenges, and successes.

**Continuous Learning** Commitment to seeking new knowledge and skills, as well as developing existing capabilities. Taking advantage of opportunities for professional development, seeking feedback on both style and performance, learning from others and gaining valuable lessons from successes and mistakes.

### **Equity Diversity & Inclusion**

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We are committed to practicing and encouraging equity, diversity, and inclusion in all the ways we provide support, deliver services, work with volunteers, and conduct the business of the foundation. We appreciate and embrace the variety of differences among people, including differences in race, ethnicity, gender, sexual orientation, age, religion, culture, ability, and more. We acknowledge and value these differences and are committed to creating an environment where everyone is respected, valued, and included. We truly believe that we can provide the most effective services and supports when we include all people of our diverse community.

