



Hoarding Disorder Foundation of Alberta

Compassion | Collaboration | Community

Job Description: Volunteer Board Secretary

Position Summary

The Board Secretary is responsible for maintaining the records of HDFFA 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

- Working with the Board Chair, schedule, create and distribute Agenda for AGM and other Board meetings in compliance with HDFFA 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 HDFFA'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 HDFFA.

Qualifications

Education

- Minimum of Grade 12 Diploma.
- Formal training or work experience as a Legal Secretary or Legal Assistant, would be wonderful!

Knowledge Skills & Experience

- 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 HDFFA 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

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.

To Apply for this position please submit your Resume and covering letter outlining your interest in the position to:

Hoarding Disorder Foundation of Alberta

Attention: Marjorie Keay, Board Chair

@hoardingdisorderfoundation@gmail.com

