

Secretary Position Description

Position Title	Director/ Secretary
Organization Name	Green Venture
Name of Committee or Task Force	Board of Directors
Start Date	September, 2019
End Date	September, 2021
Term	Directors serve for a two year term. There is no limit to the number of consecutive terms that a Director can serve, but renewal is not automatic. Directors are elected biennially by confidential ballots cast by the full board. Directors may be released at the end of the elected term, by resigning or according to Green Venture's bylaws.
Hours and days required per month	6 hours a month, commencing September (or Fall) 2019
Reports to	Chair of the Board of Directors
Key responsibilities	<p>The Board of Directors is the legal authority for Green Venture and responsible for its long-term success. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of Green Venture in accordance laws of the Government of Ontario. Board members have a moral, legal and financial responsibility to all our stakeholders to direct and protect the interests of the organization.</p> <p>A Board Member is responsible for the following:</p> <ul style="list-style-type: none"> • Participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy • Establishes/maintains the organization's mission, vision and direction • Ensures the financial health of the organization by guaranteeing adequate financial resources for the work of the organization • Ensures the organization has sufficient and appropriate human resources • Responsible for the working conditions in the organization • Responsible for hiring, giving direction to and evaluating the Executive Director • Responsible for ensuring the existence of various committees • Serve as a Court of Appeal • Ensures that the Board and its directors are in compliance with legal requirements

	<ul style="list-style-type: none"> • Responsible for ensuring that the board works effectively • Assess the Board's performance • Respond to the changing needs/pressures in the community <p>The Board Secretary is responsible for the following:</p> <ul style="list-style-type: none"> • Maintains and effectively manages the records of the organization • Records and manages minutes of board meetings; ensures their accuracy, availability, and approval • Ensures minutes are distributed to members shortly after each meeting • Ensures that all legal documents (articles of incorporation, by-laws, etc.) and records (lists of directors, board and committee meeting minutes, financial reports, insurance policies, contracts, and other official records) are maintained and available when required • Ensures that proper notification is given of directors' and members' meetings as specified in the bylaws • Assist with preparation and dissemination of materials (such as agendas) for meetings • Assist in preparing and coordinating the Annual General Meeting
Key Qualifications	<p>Requirements of Board Secretary include:</p> <ul style="list-style-type: none"> • A willingness to devote the necessary time and effort to the position • Ability to work effectively as a team member • Access to a computer • Attention to detail and an ability to keep accurate records • Attendance at monthly Board meetings, planning meetings and Annual General Meeting • Support at special events • Support of, and participation in, fundraising events. • Financial support of Green Venture • Chairing Board meetings, as requested by Board Chair
Skills, experience and attributes	<ul style="list-style-type: none"> • Passion for sustainability and environmental stewardship • Passion for engaging the community in environmental issues • Budget and management planning experience • Fundraising experience • Legal experience • Excellent communications skills and team orientation
Training	<ul style="list-style-type: none"> • General Orientation • Board Orientation

<p>Benefits for the Volunteer</p>	<p>Opportunity to:</p> <ul style="list-style-type: none"> • Occupy a leadership position in a well-established and respected environmental organization • Develop leadership and management skills in a context outside of regular employment • Assume a key role in developing and impacting the organization • Be part of an active community sharing similar interests to your own • Contribute to environmental solutions, and sustainable living • Involvement in an interdisciplinary environment to expand ones “network of knowledge”
<p>Benefits for the Volunteer’s employer</p>	<p>Opportunity for the employee to:</p> <ul style="list-style-type: none"> • Develop their leadership potential, including mentoring and transition • Apply themselves through the challenge of adapting professional skills and expertise in a different context • Contribute to multi-sectoral representation for a more holistic approach to the community challenges • Recognition of staff as a leader in a non-profit group making a viable contribution to sustainability, and environmental conservation in Hamilton

Green Venture provides equal opportunities of employment and volunteers; members of the community of any background are encouraged to apply.

TO APPLY: Send a brief statement of interest including your qualifications (max 300 words) to director@greenventure.ca