



872 East Hastings Street
Vancouver, BC
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www.StrathconaCPC.ca

The Board of the Strathcona Community Safety Association (SCSA) is looking for a values-aligned individual with Board of Directors' experience to join our Board of directors in the role of **Secretary**.

The SCSA is a registered charity and not-for-profit Society, governed by an independent, community-based Board of Directors responsible for governance of the Society, as well as supporting the operations of the Executive Director of the Strathcona Community Policing Centre (SCPC).

The mission of the SCPC is to champion safety and wellbeing in Strathcona through services and volunteer programs that offer meaningful opportunities to contribute to the community.

Role:

The Secretary is critical for the smooth operations of the Board. The Secretary ensures that Board directors (and members) are given appropriate notice of meetings, proactively records these meetings, and distributes meeting minutes in a timely manner.

The Secretary role is without remuneration and requires up to three hours a month plus Board meeting times.

Responsibilities:

- Serve as an officer of the Board and the Executive Committee, as well as other committees or work teams
- Responsible for doing (or making) the necessary arrangements for the following:
 - Scheduling and notifying Board members of upcoming meetings
 - Issuing notices of directors', annual general meeting (AGM), and general meetings
 - Taking minutes of directors' meetings, AGM and general meetings
 - Conducting the correspondence of the Board, as required
 - Keeping the records of the Society in accordance with the Act
 - Filing the annual report of the Society and making any other filings with the registrar under the Act
- Attend Board meetings (held every second month) as well as the annual general meeting, and record the official proceedings of the Society at each meeting
- Assure that an agenda has been prepared by the Board President and/or Executive Director and distributed in advance of each meeting
- Oversee the distribution of background information for agenda items to be discussed
- Record motions, discussions, votes, and decisions and prepare the official minutes of the meeting
- Provide the previous meeting's written minutes to Board members before the next meeting and record any changes or corrections



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Qualifications:

- Resident of/work in the Strathcona catchment area
- Prior experience with a non-profit or charitable organization; serving on a Board is an asset
- Responsive and adaptable task-focused individual with a strong eye for detail; able to organize and prioritize tasks
- Effective written and verbal communication skills, including expertise in notetaking, email communications, and business writing
- An understanding of and commitment to serving the needs of a diverse range of stakeholder groups and community members of Strathcona
- Personal qualities of integrity, credibility and a passion for making a difference in the communities where you live, work, and volunteer
- Intermediate+ digital literacy skills using Microsoft Word, Google Documents, Google Drive, and video conferencing platforms (e.g. Zoom, Google Meet etc.)

Volunteer Assignment Location:

872 East Hastings Street, Vancouver BC, V6A 1R6

Assignment performed at this location (or via video conference); convenient to public transportation; street parking

Contact:

Dan Turvill, Executive Director

604 717 0622 or danturvill@strathconacpc.ca