

Toronto Military Family Resource Centre

Corporate Secretary (Volunteer Position)

Description

The Toronto Military Family Resource Centre (TMFRC) is a community-based, non-profit charitable organization that serves currently serving military, medically releasing veteran, and defense community families, as well as the community at large through its childcare centre.

The TMFRC is governed by a volunteer Board of Directors which includes members of the community it serves and the community at large. As a member of the Board, the Corporate Secretary serves a vital role in the efficient conduct of Board business. Serving on the Board's Executive Committee, the Corporate Secretary will be the central liaison between the Board, the Executive Director, and the members of the Centre.

Responsibilities of the Corporate Secretary (Volunteer Position)

1. Record and distribute Board meeting minutes

The Secretary shall record, and store key information such as the Board's actions, decisions of the Executive Committee, the rationale behind decisions, elections of new officers, and reports from committees and officers. After the fact, the Secretary shall promptly proofread the minutes, seek approval by the Board, and distribute as needed.

2. Maintain accurate records

As the custodian of the nonprofit's records, the Secretary will ensure that all critical documents are organized, safely stored, and readily accessible to other board members and the Executive Director. The Secretary will provide advice on policies and procedures based on these documents, including any key governing and operating processes that the board has approved. Also, they will initiate the process for updates to foundational documents.

3. Schedule regular meetings

The Secretary is responsible for calling meetings of the Board at the direction of the Chair, including the distribution of agendas and related material, and ensuring that the meeting will have quorum. Special efforts will be made in conjunction with the Board Executive to plan, prepare and present the Annual General Meeting to the members of the Centre.

4. Oversee membership lists

The board secretary will oversee the maintenance of the Centre's membership list.

Skills, Qualifications, and Experience

- Experience with minute taking and agenda preparations
- Excellent organizational and time management skills.
- Excellent interpersonal and communication skills
- Sufficient time availability for board duties (averaging 5-10 hours/month)
- Proficiency working with MS Office 365 (Word, Excel, PowerPoint, Outlook, Teams), and online meeting tools (Zoom)
- To complement the skills of our existing Board members, we are looking for volunteers with experience in the following areas:
 - Accounting/Financial
 - Legal
 - Risk Management
 - Human Resources
 - Project Management
 - Strategic Planning and Implementation
 - NFP Governance
 - Regulatory and Compliance
 - Public Policy
- Previous board experience (either in the not-for-profit or for-profit sector) is an asset
- Preference given to a member of our community.

Commitments

The average time commitment is between 5 and 10 hours per month. The Board holds hybrid meetings on the third Wednesday of each month from 6:30 to 8:30 p.m. Board Members also commit to sitting on standing committees as required, such as the Finance Committee and the Policy & Governance Committee. These committees also meet as needed.

Resources Available

TMFRC is a Microsoft Office 365 environment and provides access to a laptop for those who serve on the Board as needed.

To Apply

Interested applicants are invited to submit a cover letter and resume via email to BoardInfo@TorontoMFRC.ca. General inquiries can also be sent by email to the same address.

Please be advised that all candidates are required to participate in a formal interview process with the Board of Directors and undergo a Police Record Check as part of the volunteer screening process.

The Toronto Military Family Resource Centre is committed to developing a highly skilled and diverse Board of Directors that reflects the diversity of the military and Veteran family community that we serve. We welcome and will accommodate expressions of interest from individuals of all abilities.

Please contact us if you require this information in an accessible format.