

## **Position Description: Secretary**

### **Purpose:**

*The role of the Secretary is to support the Board with operations. The Secretary is responsible for the minutes of every meeting being held by the Board, and ensuring PAVRO's legal reporting requirements are met. The Secretary is a Director position with full voting rights.*

*PAVRO commits to actively working towards a more equitable, diverse, and inclusive organization. Members of equity-seeking groups, including Black, Indigenous, and people of colour (BIPOC), as well as 2SLGBTQ+ people and people living with disabilities are encouraged to join the PAVRO Board.*

**Reporting to:** President of the Board

### **Responsibilities:**

Under the direction of the President of the Board of Directors, the Secretary's responsibilities are to:

1. Actively participate in governance as a voting member of the board, including: attending, preparing for, and participating in monthly Board meetings, annual PAVRO LIVE Conference, the Annual General Meeting (AGM), any special members meetings, and the PAVRO Board Retreat (if applicable). In addition, the Secretary will assist with policy review activities, promoting PAVRO to potential and renewing members, and support the President and/or Past-President in recruiting potential Board/Committee members.
2. Provide accurate minutes from every PAVRO Board meeting, forward to the President or designate for initial screening, then distribute to all Directors within 3 weeks of the meeting; make necessary corrections to the minutes and once approved by the Board; ensure that a digital copy of minutes are available to the Board and appropriate filed on Google Drive.
3. With the support from an Awards Review Panel, coordinate special recognition of professional excellence in Volunteer Engagement through PAVRO's awards programs including the Linda Buchanan, President's, Partnerships, and Alison Caird Young Leader awards.
4. With support from a Bursary Review Panel, administer PAVRO's bursary for the annual PAVRO LIVE conference.

5. Optional: lead or support special projects that contribute to PAVRO's mission (e.g. start or participate in a committee or working group, draft documents for Board or member approval).
6. Support and work within the expectations of PAVRO's commitment to anti-racism and anti-oppression.

**Experience/Skills Required:**

- Strong enthusiasm for PAVRO's mission, vision, and values.
- Committed to communicating the benefits of PAVRO membership and recent organizational successes.
- Prior or current experience as a leader of volunteers and is involved in Ontario's volunteer engagement networks.
- Strong listener and capacity for summarizing conversations in English.
- Strong word-processing, proofreading, and editing skills in English.
- Strong interest in or experience with parliamentary procedures for meetings, compiling meeting minutes, non-profit regulations, and professional association administration.
- A willingness to learn independently from predecessors' files, notes, and tips.
- Proven time management, teamwork, and organizational skills

**Terms:**

The Secretary is a two-year, renewable, appointed term of office.

Time commitment will vary; an average time commitment of four hours per month is expected, with additional time required when a deadline or other special activity occurs.

**Code of Conduct:**

The Secretary agrees to:

- Perform my duties responsibly and impartially to the bylaws set out by PAVRO in a manner that would bear public scrutiny and support transparency in all decision making.
- Attend all board and/or committee meetings to the best of my ability and notify the respective chair in advance in case of required absence from the meeting.

- Declare any real, apparent, or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- Maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my role on the board or committee. This information may include contracts, financial information, membership lists, documentation and/or any discussions about PAVRO business.
- Consistently speak in the interests of the members, volunteers, and independent contractors as they relate to the mission of PAVRO.
- Represent PAVRO values, and exercise reasonable care, good faith, and due diligence in organization business.
- Agree to work within the scope of the Vision, Mission, and Values of PAVRO.
- PAVRO board members and volunteers will speak on behalf of or represent themselves as representing PAVRO is done only with the express consent of PAVRO.

**Benefits:**

- Reimbursement for pre-approved out-of-pocket expenses associated with PAVRO meetings, travel, etc.
- Opportunities to network and work closely with volunteer engagement leaders from across the province.
- Opportunities to develop/enhance leadership, association management, and organizational skills.
- Opportunities to make an impact on the volunteer engagement sector in Ontario.