



Big Brothers Big Sisters Windsor Essex (BBBSWE) is currently looking for a qualified candidate to join the:

Board of Directors as Board Secretary

BBBSWE is currently seeking to fill the Secretary vacancy on their Board of Directors. Board members are responsible for strategic oversight of BBBSWE operations and ensuring sustainability and excellence in service. As a general board member, duties will include but are not limited to: policy administration; evaluation of Agency operations against standards of performance; representing BBBSWE in the community and at Agency events; selection and evaluation of the Executive Director of the Agency; approving and monitoring the corporate finances of the Agency. The term of each Board Member is 3 years, with an estimated commitment of approximately 6 hours per month.

The secretary role has a term of 2 years within the 3 year term as a general board member. In addition to financial, operational, and policy oversight, the secretary will be responsible for: creation and distribution of the agenda, including notification to the board members when board packages are ready; participation in rotational meeting minute taking and filing of each month's minutes; following up with late board submissions; updating the Board of Directors contract sheet; participation in executive meetings; tracking member attendance and issuance of Letter of Intent for members missing 3 consecutive meetings; participation in the Board Development Committee.

EXPECTATIONS OF SUCCESSFUL CANDIDATE:

- Prepare for, attend, and actively participate in the monthly board meeting by: asking questions to clarify issues; expressing your views; listening to and considering the views of others; supporting final decision regardless of personal viewpoint
- Guide the organization towards a sustainable future, establishing the strategic direction
- Ensure compliance with legal, financial and contractual obligations
- Ensure policies reflect community and membership
- Provide guidance and support to the Executive Director
- Ensure the financial health of the Agency and the organization has sufficient and appropriate human resources
- To direct organizational operations and ensure effective community relations

REQUIRED SKILL SET:

The Board is currently seeking applicants with:

- A commitment to and clear understanding of the mission of the Agency and the by-laws that govern the Board
- Previous administrative experience
- Strong organizational and time management skills
- Strong written and oral communication skills
- Prior Board Experience and familiarity with Dropbox would be considered an asset
- Available to attend meetings every third Wednesday of the month with the exclusion of June-August

HOW TO APPLY:

Interested and qualified individuals who are passionate about community service are encouraged to apply. Interested applicants are invited to submit a cover letter, resume and candidate application via email to the Board Development Committee at bbbsweboard@gmail.com by February 12th, 2019. We thank all interested volunteers; however only short-listed candidates will be contacted for an interview.

BBBSWE is committed to equity and supports diversity in our environment. We encourage applications from members of the designated groups (women, aboriginal peoples, visible minorities, persons with disabilities, and all sexual orientations).