



Secretary- Board Member

Our mission is to provide active listening and emotional support so individuals in the community do not have to suffer in silence.

We require a **Secretary** on our **Board of Directors** to ensure our records and legal matters are addressed in order for Telecare Cambridge to continue to provide our service to the community.

Duties & Responsibilities

- ❖ Is a member of the board
- ❖ Maintains records of the board and ensures effective management of Telecare Cambridge's records
- ❖ Manages minutes of board meetings
- ❖ Ensures minutes are distributed to board members shortly after each meeting
- ❖ Understands and is familiar with legal documents (Bylaws, legislation etc)
- ❖ Creates and ensures continuity of Policies and Procedures for Telecare Cambridge
- ❖ Countersigns cheques with the Treasurer

Training

- ❖ One half day orientation to Telecare Cambridge to obtain an understanding of our service and operations

Qualifications

- ❖ 3-5 years experience in administration or diploma/degree in administration/law or related fields
- ❖ Good interpersonal and communication skills
- ❖ Able to work in a team and independently – self starter

Term of Assignment

- ❖ One year term with opportunity to continue in the Secretary position for a maximum of no more than 3 years (there is an opportunity to rotate into other board positions)
- ❖ Attend regular monthly board meetings (45 minutes to an hour per meeting) and other board related events or functions



Benefits

- ❖ Directors insurance
- ❖ Continual opportunities for learning through Telecare Cambridge and association partnerships
- ❖ Volunteer appreciation functions – social potlucks, awards and community recognition
- ❖ Opportunities move into other positions within Telecare Cambridge
- ❖ Reference provided at end of term
- ❖ Opportunity to partake in revitalizing an organization through strategic planning

How to apply

- ❖ Visit our website at www.telecarecambridge.com and go to the volunteer link then click on the on line application or fill out the PDF form and mail it in

Telecare Cambridge Distress Centre

www.telecarecambridge.com

519-658-6805