



Board of Directors – Recording Secretary

BRIMACOMBE SKI AREA

Position Type: Contract
Hours of Work: Minimum of one Board Meeting a month, excluding July
Location: Orono, Ontario
Reporting to: Board of Directors
Start Date: Immediate

Brimacombe ski area is seeking a **Recording Secretary** to join our team of Board of Directors.

Responsibilities:

The Recording Secretary for the Board of Directors shall be responsible for the following functions:

- Familiarity with the bylaws and governing documents of the organization
- Attend a minimum of one Board Meeting a month, excluding July
- Prepare and distribute monthly agendas and reports to Board of Directors and Senior Management
- Take accurate minutes during Board Meetings and compile in a consistent template
- Complete and distribute monthly minutes to Board of Directors and Senior Management
- Organize and maintain a file of all meeting minutes once approved by the Board
- Chair, record minutes and conduct election of the Board at the Annual General Meeting in November
- Support the Chair of the Board in facilitation monthly meetings and any additional activities
- Maintain confidentiality

This document outlines the basic required duties of the Recording Secretary for the Board of Directors. Other duties will be assigned by the Board of Directors, as required.

Qualifications:

- Post-secondary education in a related field or equivalent experience
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Meticulous attention to detail.
- Possess ability to problem solve, multi-task and possess understanding of meeting procedures
- Be able to prioritize and handle stress in a calm, professional manner.
- Confident and effective communication (written & verbal) and interpersonal skills.

Remuneration:

\$20 per hour for the position, plus any additional expenses as approved by the Board of Directors.

To Apply:

Please submit a resume with cover letter electronically to jobs@brimacombe.ca or in-person to 4098 Durham Road 9, Orono, ON L0B 1M0 during our hours of operation by July 13, 2018.

All applicants who apply by the deadline will be considered. Interviews will begin immediately upon receipt of qualified applications. Please be prepared to share relevant work samples. We thank all applicants who respond, but only those selected for an interview will be contacted.

Brimacombe is an equal and fair employer. Brimacombe is committed to an environment that is barrier free; if you require an accommodation throughout the recruitment and employment process, we will work with you to meet your needs.