Board of Director Secretary Job Description

**Start Date:** May 1st, 2023.

**Duration:** 3-year term

**Salary:** Volunteer position

**Background**

Endaayaan Awejaa is a start-up non-profit organization that provides all youth and families with safe places to heal and build solid foundations for their future. Our mission statement is Maamwi Bmosedaa which means Walking in Unity. We strive to Walk in Unity together with our youth, their families, and our local community. The pillars we incorporate into our work are arts & culture, reconciliation, education, and harm reduction.

Endaayaan Awejaa has opened its doors at 187 Main Street West in downtown North Bay. We have been providing support for youth and families needing assistance with groceries, closure, resources, connection to culture, or basic hygiene needs. We have created ongoing workshops to promote healthy living and engage youth towards a path that caters to their strengths and sets them up for success. Our overall goal is to create an Indigenous youth home that will include our cultural teachings, counselling, mentorship, workshops, and activities.

**The Position**

The Secretary will assist with the organization’s administrative and communication tasks. The Secretary will ensure that the board of directors and organization follows national, provincial, and territorial regulations.

**Position Duties**

* Maintains records of the board and ensures effective management of the organization’s records
* Manages the minutes of board meetings.
* Notify members of upcoming meetings
* Ensures minutes are distributed to members promptly after each meeting.
* Is sufficiently familiar with the organization’s legal documents (articles, by-laws, etc.) to note applicability during meetings.
* Constructing and seeking approval of the board project calendar
* Ensuring that policy decisions made at board meetings are added to the policy manual.
* Maintaining a list of board members and their contact information
* Keep track of board member appointment dates and terms
* Reviewing the organization’s by-laws and noting possible changes to be introduced.
* Ensuring board member names, bios, meeting minutes, annual reports and plans are published on the organization's website as agreed upon by the board.

**Requirements**

Understanding of Indigenous teachings and culture

At least two years of experience in Office Administration

Familiarity with the structure, purpose, and programs of the organization

Familiarity with the board culture and norms

Detail-oriented and well organized

Familiarity with the bylaws and legal status of the organization

Excellent word processing skills and access to a computer and e-mail

Strong organizational skills to maintain records and file essential documents effectively.

Strong communication skills

Ability to work with various team members.

Ability to solve administrative problems without supervision.

Ability to switch between tasks easily when priorities shift.

Knowledge of basic computer programs such as Microsoft Office and Google Suites

**Benefits**

Professional Development Training

Flexibility with schedule

Travel and Networking opportunities

Give back to your community and be part of a change.

Free Endaayaan Awejaa Swag

**This is an open call for applications until the position is filled. However, our organization may begin reviewing and selecting applicants for an interview at any time during this recruitment process. Qualified applicants are welcome to submit a cover letter and resume attention to**

**Natasha Lariviere**

**Chief Executive Officer**

[**general.endaayaan@gmail.com**](mailto:general.endaayaan@gmail.com)

**We thank all who may apply for this position; however, only those selected for an interview will be contacted.**