



## Secretary - Volunteer Board of Directors

<b>Reports to:</b>	Board Chair or Board of Directors, as appropriate
<b>Preamble:</b>	The Secretary provides administrative and clerical support to the Board, through the timely and accurate collection and sharing of information directly related to its activities. The Secretary ensures that the Board is well informed and that its activities are well documented for the use of Board members, the Governance Committee and relevant government bodies.
<b>Authority:</b>	Board members work both individually and collectively in governing PEI Humane Society affairs through the development, approval and evaluation of policy and budget. As a committee member, the board member provides planning and implementation services to the Board. The board member acts on the board's behalf in accordance only with board motions and policy guidelines and only as requested and in accordance with Board resolutions with respect to representation of the Society.
<b>Term:</b>	<p>Directors are elected for a three-year term at the annual general meeting of the members.</p> <p>Termination may occur at the end of the elected term, by resignation or pursuant to the PEI Humane Society by-laws, Sections 3.04 and 3.05. Tenure may be renewed pursuant to PEI Humane Society Bylaws, Section 3.03.2</p>

### Duties Specific to the Board Secretary

The Secretary duties/responsibilities are as following:

- Serves on the Executive Committee.
- Keeps copies of the organization's bylaws and the Board's policy statements.
- Keeps lists of officers, Board Members, committees and General Membership.
- Notifies Board Members of meetings.
- Keeps record of Board attendance.
- Makes sure that there is a quorum at Board meetings.
- Keeps accurate Minutes of meetings.
- Records all motions and decisions of meetings.

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- Signs Board Minutes to attest to their accuracy.
- Records all corrections to Minutes.
- Keeps copies of Minutes of both Board and committee meetings.
- Keeps accurate record of Executive Committee meetings.
- Distributes copies of Board Minutes and actions to Board Members promptly after meetings.
- Distribute copies of Executive Committee Minutes and actions to Executive Committee Members promptly after meetings.
- Conducts general Board correspondence.
- Keeps records of all Board correspondence.
- Signs official documents of the organization as required.
- Orients the new Secretary as needed.
- Makes sure members are notified of Annual General Meetings.
- In the absence of the Chairperson and Vice-Chairperson, chairs Board meetings until the election of an alternate Chairperson.

**Experience:** Minimum of two years experience in administration in a paid or volunteer setting. Strong organizational skills, time and ability to meet deadlines and produce notes and Minutes in a timely manner for distribution and action by the Board. Excellent notetaking, transcription, and computer literacy skills.

**Knowledge:** An understanding of the effective functioning of a charitable organization and animal welfare issues and needs.

**Personal:** Sensitivity to group dynamics and familiarity with structure and process of board and/or committee meetings. Decisive, innovative, and flexible with the ability to compromise and strongly service oriented.

### Duties of all PEIHS Board Members:

Board members are expected to be fully informed on organizational matters, to contribute to debate on issues and to contribute to the Board's policy deliberations. They are expected to understand and support the PEI Humane Society's mission statement and strategic plan.

Board member duties include the following:

- Attend meetings and show commitment to Board activities;
- Be well informed on issues and agenda items in advance of meetings;
- Participate on one or more committees or in an ad hoc manner, as requested by the Board President, Vice-President or Executive Director;
- Monitor public response to the work and policies of the Society;

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- Participate in Board orientation meetings to ensure organizational and fund development knowledge and to participate in volunteer and donor recognition events;
- Provide candid, open and honest feedback and evaluation when appropriate;
- Take initiative in informing the organization about opportunities for funding or program development;
- Identify individuals in the community for volunteer participation or funding support;
- Support the organization and its officers in times of crisis or controversy;
- Provide sensitivity and support to staff member and other Board members as they perform their duties;
- Exercise loyalty to the Society and respect confidentiality regarding internal affairs;
- Provide leadership within the Board and in the community on behalf of the Society and its programs;
- Serve as an informal advocate for the Society in the community.

Although not required for Board membership, members are encouraged to support the Society financially, and to assist in the identification and solicitation of potential donors, wherever possible.

Board members are required to take out a membership in the Society.

### **APPLICATION PROCESS:**

Interested applicants must complete the Board Application, located at the PEI Humane Society website at:

<http://www.peihumanesociety.com/sample-page/volunteer-board-faq/>

and submit it, along with a current resume to:

**Kelly Mullaly**

**Executive Director**

**Email:** [kmullaly@peihumanesociety.com](mailto:kmullaly@peihumanesociety.com)