

Fort Sackville Foundation
Corporate Secretary —Volunteer Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer Corporate Secretary shall:

- be a member of the Board of Directors and work collaboratively with FSF executive and coordinators.
- attend all meetings of the FSF, including but not limited to, Board of Directors' Meetings, Executive Meetings, General Meetings, and the Annual General Meeting.
- after minutes are approved, maintain both an electronic and paper version of all **final** versions of minutes.
- receive and distribute all correspondence to the appropriate member of FSF and respond on behalf of FSF when requested by the President.
- maintain a list of professional development sessions volunteers have attended, whether audited or certified, including dates.
- after AGM, arrange for each year's minutes to be bound/ stored electronically by year and stored safely at Scott Manor House or at a known offsite location.
- act as the membership coordinator, receiving paper applications for membership.
- maintain an annual list of Members of the FSF (life members and annual members), including their addresses, phone numbers and email addresses.
- maintain lists of Directors and Executive members and their contact information.
- work closely with the treasurer by providing information required by the Registrar of Joint Stocks.
- maintain a separate e-mail list of other people/groups who are interested in the FSF, but not members.
- maintain in a secure and confidential file all employee records, all leases to occupy, grants, contracts and other legal documents.
- in collaboration with the President, Vice President, and Treasurer, develop an annual calendar of events for the FSF, including meeting dates for BOD and Executive, general meetings and the annual general meeting.
- in collaboration with the Executive Committee, when appropriate, select the volunteer to be nominated for available awards i.e. the Bedford Volunteer of the Year award, ANSM Awards, and CNSA awards.
- ensure communications to members are timely and informative.