



Board of Directors

Secretary

ABOUT US

Bourkevale Community Centre (BCC) is a not-for-profit organization operated by a volunteer Board of Directors. The Centre provides a wide range of programs and services to the community and organizes special events throughout the year.

ROLE OVERVIEW

Board members provide leadership, governance, and oversight, working collaboratively to uphold the mission and values of the Community Centre.

The **Secretary** is a volunteer position with a moderate time commitment of approximately 3–7 hours per month, including monthly Board meetings. Additional time commitment is required for the Annual General Meeting (AGM), occurring yearly in April. The Secretary should be familiar with Google Workspace programs including Gmail, Calendar, Docs, Drive, and Forms.

As a member of the Board, you will have an opportunity to make an impact in your community, develop leadership and governance skills, and meet like-minded community members. All Board members must be a minimum of 18 years of age.

KEY RESPONSIBILITIES

- Writes minutes for all monthly Board meetings, the AGM, and other special meetings.
- Serves on the Executive Committee and assists with related tasks.
- Assists the President with preparation of monthly meeting agendas and other documents. Keeps the Board informed of meeting dates and plans.

KEY RESPONSIBILITIES continued



- Attends all monthly Board meetings, supporting the Centre's growth and sustainability. Provides reports on Secretary-related items, including a yearly report at the AGM.
- Arranges all aspects of the AGM with the President, including agenda, soliciting reports, promotion, and overall event execution, including elections.
 - Serves on the Board's nominating committee with the Past President. Prepares all election-related documents, processes, and assists with recruitment as required.
- Ensures financial accountability and sound management of any projects and budgets related to the role. Can serve as a signing authority for the Centre.
- Arranges acknowledgements and awards at the direction of the President.
- Along with the Board, upholds the Centre's policies, by-laws, and ethical standards.
- Works with fellow Board members and community to ensure needs and expectations are met.
- Supports special events, where available.