



**Volunteer Opportunity Title:** Secretary, Board of Directors

**Organizational Impact:**

- To uphold the Chapter's mission; "to improve the quality of life for those affected by hemophilia and other inherited bleeding disorders through support, service, research, education and advocacy".

**Position Summary:**

The Board Secretary acts as recording secretary at all Chapter Board meetings and Executive Committee meetings.

**Responsibilities and Duties:**

- Is a member of the Executive Committee
- Is responsible for the accuracy of minutes taken at meetings, including all motions made and decisions reached.
- May designate a recording secretary on their behalf
- Email meeting reminders to Board members
- Is the custodian of the Corporate Seal

**Preferred Skills / qualifications / experience:** Preference will be given to members with previous Chapter Board experience; current or previous. Must be a member or sustaining member in good standing, keeping in mind no two members of the same family may be on the Chapter Executive at the same time.

**Skills Gained:** Public speaking, charitable organization management, fundraising, Roberston Rules of Order, standard practise for recording keeping.

**Training / Support:** Support of the Chapter President, Chapter Executive, Chapter Executive Director

**Additional Checks:**

**Time Commitment:** From Annual General Meeting Election to next Annual General Meeting (approx 12 month). Attends Board Meetings 4 times a year (approx 2 hrs per month) as well as the Annual General Meetings and meetings of of the Executive as required (by email or in person as needed).

**Start / End Dates:** AGM to

**Start / End Time:** AGM

**Number of Positions:** 1

**Opportunity Location:** Meetings held in public venues.

**How to Apply:** Nomination form must be completed and returned to the Nomination Committee. Nomination forms are distributed to members 30 days in advance of the Annual General Meeting.

**Contact Name:** John Rogasky

**Title/Role in Program:** Chair of Nomination Committee



# Canadian Hemophilia Society Manitoba Chapter



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