



---

## JOB DESCRIPTION

**Position Title**

Secretary of the Board

**Reporting To**

President of the Board

**Location**

Calgary, Alberta

**Hours per month**

4-5 hours

---

## ABOUT

Imagine Cities is a nonprofit organization devoted to making cities better. Better for the people in them. Better for the planet. Right now, and in the future. We focus on curating and sharing interdisciplinary research on cities to inspire innovators to push the envelopes of tired and typical approaches to solving city problems.

---

## POSITION SUMMARY

The Secretary of the Board is responsible for providing 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 and relevant government bodies.

---

## DUTIES & RESPONSIBILITIES

The Secretary serves as a Director on the Board and will work closely with the President of the Board in the planning of Board of Directors and other non-profit meetings.

The Secretary of the Board shall be responsible for ensuring:

- The creation and timely distribution of agenda for Board meetings and membership meetings like the annual general meeting.
- The accurate recording and distribution of the minutes of Board of Directors meetings.

- The creation and maintenance of an up-to-date Board planning calendar outlining matters to be on the Board's agenda over the course of the year.
- Maintenance of a full contact list of Board Members including member appointment, dates, term of appointments and bios.
- In the event that the Secretary is unable to attend a meeting where minutes or notes are to be taken, it is the Secretary's responsibility to find an alternate.
- Updating, maintaining and safe storage of the minutes and other legal documents.
- Oversight of non-profit incorporation registration status and the facilitation of all annual filings of required reports and information.
- The maintenance of a file or manual of governance policies and a schedule for their review as determined by the Board.
- The maintenance of an up-to-date list of members of the non-profit.
- The management of external correspondence and ensuring that requests made of the Board of Directors, or relevant to the governance of the non-profit, is reported and responded to in a timely manner.
- Ensures that the accurate recording and distribution of the minutes of the non-profit's Annual General Meeting is managed appropriately.
- In the event of a change of Secretary at an AGM, the incoming secretary will assume the responsibilities of the office at the first Directors' meeting following his/her election or appointment.

---

#### QUALIFICATIONS

- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers
- Strong analytical and problem-solving skills
- Ability to work independently and as part of a team
- Sound computer skills including the ability to use Google Apps (Docs, Sheets, Email)
- Willingness to learn about the non-profit sector